

ADDENDUM NO. 1

For

ARCHITECTS, SURVEYORS & PLANNERS SERVICES POOL 2023 – 2026

March 14, 2023

PREPARED BY:



CITY OF COVINGTON
317 NORTH JEFFERSON AVENUE
COVINGTON, LOUISIANA 70433

ARCHITECTS, SURVEYORS & PLANNERS SERVICES POOL 2023 – 2026

Addendum No. 1

March 14, 2023

I. GENERAL REQUIREMENTS:

- A. The following addendum to the Architects, Surveyors & Planners Services Pool request for qualifications documents and professional services form (dated November 11, 2022) shall be considered a part of the document as if originally written and included in same. Where changes are made, changes shall take precedence over originally written.
- B. **The deadline for Qualification Statements will be postponed to Thursday, March 23, 2022, at 2:00 PM.**
- C. This Addendum No. 1 consists of 4 pages.

II. QUESTIONS & ANSWERS REGARDING THE RFQ DOCUMENTS:

Q1. Can you let me know how we can submit our information to you? Via electronically or a hard copy or both?

Per Section 4.0 – Submit 4 hard copies and 1 electronic copy.

Q2. My firm is a single-person firm. I meet the minimum qualifications listed in A and B. Does that qualify, or do A and B need to be separate people? If they need to be separate people, then I cannot submit as a prime consultant.

The same person can be used for minimum qualification A and B.

Q3. My firm has recent project experience as a prime consultant on one project and as a subconsultant on other projects. I also have recent experience as an employee of Slidell and Jefferson Parish. Could I provide written recommendations in my roles as subconsultant and employee?

We can accept it as long as there is enough information about what your roles and responsibilities were for them and which of those they'd be writing the recommendation about so that it is readily apparent that the recommendation is relevant to the RFQ.

Q4. As a single-person firm, I am not required to carry workers' compensation insurance as I have no employees. Would that still be required?

Yes.

Q5. Once the pool is established, will a prime consultant be able to add a subconsultant that is not in the pool?

Yes, you can be a subconsultant on a job without having to be on the list of prequalified firms.

Q6. Is the RFQ for teams that can provide all three elements (Architecture / Surveying / Planning) specifically as a firm or team, or is it for each individual element (i.e., if you're

ARCHITECTS, SURVEYORS & PLANNERS SERVICES POOL 2023 – 2026

Addendum No. 1

March 14, 2023

a surveying firm, you can submit only as a surveying firm and be in a pool of surveyors without satisfying the other elements (planning & architecture))?

The subconsultant option is more for indicating what subconsultants a firm uses to support their own services rather than trying to fill every item on the list.

Q7. Is the Professional Services Form available in Word?

Yes, it is available upon request.

Q8. Is it possible for the recommendations to come from a private non-profit or university?

Recommendations may come from sources other than those laid out in the original RFQ as long as your firm's scope of work for that source is comparable to a scope of work being offered in the RFQ and the letter must clearly indicate the type of work done so that it is readily apparent that the recommendation is relevant to the RFQ.

Q9. As a clarification, firms which are submitting for Architecture are not required to have a surveyor and/or planner on the team if they are not intending to apply for projects such as surveying only, correct?

Correct.

Q10. As a clarification, would a firm who is submitting for Architecture and who may be awarded an architecture project which has a survey component, would have to have a surveyor listed on their team in order to be selected?

No.

Q11. If we are planning to use sub-consultant firms on our team, which portions of the Professional Services Form do they need to complete?

It is recommended, but not required, that the prime consultant submits a separate Professional Service Form for each sub-consultant.

If the prime consultant chooses not to submit separate Professional Service Forms for each sub-consultant here are the sections that apply:

Sections 6 & 7 must be filled out about or by an identified sub-consultant (prime consultant must also fill out Section 7 for their own firm).

Section 8 should be filled out about or by the prime consultant and about or by the sub-consultant, if applicable, meaning that if the prime consultant is using a sub-consultant to fulfill the minimum requirement of having a minimum of 5 years' experience on at least 3 project categories then the relevant sub-consultant information should be filled in for that part of Section 8.

Section 9 applies to all project personnel identified in section 8, regardless of if said personnel works for the prime consultant or an identified sub-consultant.

ARCHITECTS, SURVEYORS & PLANNERS SERVICES POOL 2023 – 2026

Addendum No. 1

March 14, 2023

Section 11 applies for work performed either by the prime consultant or by an identified sub-consultant.

Section 12 it is recommended that the prime consultant differentiate between which services the prime consultant offers and which services one of the sub-consultants offer.

- Q12. Should we submit our own full City of Covington questionnaire as a Surveying Firm -- as a Prime firm/only as a Surveying Firm, not meeting Architecture and/or Planner requirements, in order to be considered for surveying work.

To clarify, if your firm would like to be considered for surveying as a prime firm, your firm should submit their own response to the RFQ. You can both be listed as a subconsultant on another firm's response and submit as a prime consultant on your own response, the two are not mutually exclusive.

- Q13. The RFQ 7.0 insurance requirements section A.3, it states that Professional Liability: \$1,000,000 per occurrence, \$2,000,000 aggregate each claim. As Landscape Architects we are required to carry \$1,000,000 per occurrence and \$1,000,000 per aggregate. Does this disqualify us from submitting an RFQ for the planners' services pool?

Yes, this does disqualify you from submitting a response to the RFQ. All insurance requirements must be met in order to be eligible.

- Q14. My firm is a registered DBE/SBE. Can I include the certificate in my submittal? I don't see anywhere on the Professional Services Form to mention it and I don't want to go over the page limit.

You are welcome to submit it as long as it does not exceed the page limit. However, we do not have DBE/SBE stipulations in place at this time except on select grant-funded projects.

- Q15. My firm was already added to the Engineering/Architectural Service Pool for 2023-2026 at the end of last year. Do I need to submit for this RFQ as well?

You are welcome to submit for this RFQ as well if your firm offers services that fit the scope of the current RFQ, especially if those services were not covered in the previous RFQ, but it is recommended that you look over the services listed in #12 on the professional services form to help you decide if that would be beneficial.