



Development Services Department
Engineering Division

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www.cityofgastonia.com

January 24, 2025

ADDENDUM NO. 1

**Request for Qualifications (RFQ) for Professional Services
On-Call Consultant for Architecture and Engineering**

This Addendum shall be considered part of the RFQ for the above mentioned On-Call Consultant for Architecture and Engineering as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original RFQ, this Addendum shall govern and take precedence.

Firms are hereby notified that they shall make any necessary adjustments in their RFQ as a result of this Addendum. It will be construed that each firm's package is submitted with full knowledge of all modifications and supplemental data specified herein. Firm shall acknowledge receipt of this addendum on the outside of their bid packages.

I. RFQ Response Deadline Date

The Response Deadline Date has been extended to Thursday, February 20, 2025.

II. Questions and Answers

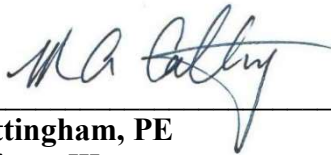
1. On page 2 under Project Team(s) it is requested that we state the office location for which each individual is located. Are you wanting the office location of each person listed on the Organizational Chart (key staff and support staff) or the office location of just the key staff members?
 - a. Yes, a location of each person listed (not only the key staff members) is preferable.
2. On page 2 under Project Team(s) it is requested that we indicate how the work described in this RFQ will fit into the total workload of the firm but no work has been described to reference? To answer this question, should we assume the "work described in the RFQ" relates to "design assistance on portions of projects, schematic development, cost estimating, and/or full design? It is hard to answer the question without more specific information. Can the City please elaborate on types of work?

- a. The projects will vary in nature depending upon the needs at any given time. This request pertains to a firm's overall work load and capacity to take on projects.
3. Could you expand on the scope of services that you are looking for in the RFQ? Is this more related to existing facility upgrades (Arch services) including ADA improvements (some civil) or could it include other municipal related services such as surveying assistance, design of streets, sidewalks, storm drainage, water and sewer.
 - a. The projects will vary in nature depending upon the needs at any given time. Many of the City's current projects are buildings/facilities. Note that the City already has other on-call lists for Surveying, Traffic Impact Analyses, Environmental, Geotechnical Engineering, and Water & Wastewater Engineering services.
4. Are there any specific NCDOT Pre-Quals that need to be held for this on-call?
 - a. No. As new projects are discussed, the City will rely on the firm to confirm they have any project specific requirements.
5. What are the main services that the City of Gastonia anticipates they will need for this contract?
 - a. The projects will vary in nature depending upon the needs at any given time. Many of the City's current projects are buildings/facilities related.
6. The introductory letter states contact information for the main person of contact and the firm is needed. Can we state this once, if the contact information is the same?
 - a. Yes. Please make this clear in the submittal.
7. For the Project Teams section of the response, it states that the City would like "availability of backup personnel that will support the project over duration." Are you guys wanting to see depth of staff in means of ability to support projects or backup personnel in case a key team member has a leave of absence, injury, etc.?
 - a. Yes. This pertains to a firm's overall work load and capacity to take on projects.
8. Would you like us to respond only with our firm's architectural staff or do you prefer we place a civil engineering firm with us and present as a team? We are comfortable either way but want to align to the City's preference.
 - a. The City has no preference. Please clarify your firm's capabilities and commonly used subcontractors.
9. Is the scope intended mostly to focus on buildings/facilities vs. broader engineering services?
 - a. The projects will vary in nature depending upon the needs at any given time. Many of the City's current projects are buildings/facilities.
10. If the scope is more facilities/buildings-focused, is the City intending to advertise for a broader engineering services on-call in the near future?
 - a. This RFQ is facilities/buildings-focused as well as including broader engineering services. The City will determine what type of firm to use depending on the specific scope. Note that the City already has other on-call lists for Surveying, Traffic Impact Analyses, Environmental, Geotechnical Engineering, and Water & Wastewater Engineering services.

11. In Section IV. Submittal Schedule— I want to confirm that printed copies are not required.
 - a. **Correct. No printed copies are required.**

12. In Section III. General Submittal Requirements and Information— It does not say that resumes are required. Is it expected that resumes be included?
 - a. **Resumes are not required.**

Please acknowledge receipt of this addendum in the submittal.



Allen Cottingham, PE
Civil Engineer III

cc: Tucker Johnson PE, Director of Engineering Services
Keith Lineberger, PE, City Engineer
Alex DeLong, PE, Assistant City Engineer
Margo Tausel, Project Administrator