



**ADDENDUM #1  
SEWER MODEL UPDATE  
RFP #13/14-023**

**SUBMITTALS DUE NOT LATER THAN: 4:00 PM ON APRIL 23, 2014**

This addendum is to notify all potential proposers of clarifications made to the RFP documents as stated below.

**Replacement Pages**

Pages 32-33 of the original Request for Proposals (RFP) document shall be replaced by the 2 pages following this addendum page. The change that has been made is to include one (1) additional submittal parameter titled "Proposed Approach", now listed as Item 3 in that section. Additionally the "Evaluation Form" has been edited to include this additional parameter.

Please note and adjust your proposal according to the revisions, additions, deletions, clarifications or modifications as presented on this Addendum #1, which are made a part of this RFP. NOTE: This Addendum #1 (and any other addenda) should be signed by an authorized representative of the proposing firm in the space provided and submitted with your firm's sealed proposal.

\_\_\_\_\_  
CONTRACTOR BUSINESS NAME

X \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name of Person Signing

\_\_\_\_\_  
Dan Marran, C.P.M., CPPO  
Contracts and Risk Manager

April 8, 2014

## **SUBMITTAL PARAMETERS**

Firms replying to this RFP are required to complete the necessary forms indicated in the Bidder's Checklist (Page 3 of this RFP) and submit relevant information that will be used in the evaluation of firms. This submittal shall, at a minimum, have the following information:

1. Cover Letter. The cover letter shall be signed by an official authorized to bind the firm.
2. Company Overview (3 pages or less). Identify the geographic location(s) of the firm, including principal, satellite, and subconsultant/subcontractor offices, which would be responsible for providing services to the City of Sparks. Provide a description of the overall capabilities of each office as it relates to this RFP.
3. Proposed Approach. Provide a project scope detailing your approach to this project, including proposed additions or options for consideration. Include a schedule of key tasks, including approximate amount of time involvement estimated for City and Consultant staff.
4. Key Personnel. The Proposal shall include an organizational structure of the firm's team (including sub-consultants) that will be responsible for this work. Include office locations, and any other pertinent information. Identify specific, key personnel (management and staff) who will perform work on this project, including the nature of their involvement and related experience. (No more than 5 pages. Full resumes may be added in an appendix if desired but should be limited to one page per person, or less).
5. Experience. List three (3) projects with comparable services. Include name, mailing address, current email address and telephone number of the responsible representative for each project for contact purposes. Also include a detailed description of the project scope. (No more than 2 pages/project)

## **EVALUATION PROCESS**

Proposals shall be reviewed, evaluated, and ranked by a committee to be determined by Sparks. The evaluation criteria may include but not be limited to the following considerations.

1. Responsiveness to requirements of this Request for Proposals
2. Competence, ability, and experience of the identified project team as it relates to this Request for Proposals
3. Specialized team experience, project approach, schedule, and technological practices proposed by the project team.
4. Related work experience

Listed below is the evaluation form that will be used to evaluate each proposal.

EVALUATION FORM

FIRM/CONSULTANT \_\_\_\_\_

EVALUATOR \_\_\_\_\_

DATE \_\_\_\_\_

CRITERIA	SCORE		
	Weight	Score	Weighted Score
0-10 POINTS EACH			
<b><u>CAPABILITIES</u></b> RELEVANT SERVICES MANAGEMENT ABILITIES ABILITY TO PROVIDE TIMELY RESPONSE QUALITY CONTROL PROGRAMS SPECIAL EQUIPMENT/TECHNOLOGY	4	_____	_____
<b><u>PROJECT APPROACH</u></b> APPROACH SCHEDULE PROPOSED ADDITIONS	4	_____	_____
<b><u>RELEVANT PROJECT EXPERIENCE</u></b> SIMILARITY OF PROJECTS QUALITY TIMELINESS COST GROWTH	3	_____	_____
<b><u>PERSONNEL</u></b> QUALIFICATIONS EXPERIENCE TRAINING	3	_____	_____
<b>TOTALS</b>			