

**ADDENDUM NO. 1
TO THE
REQUEST FOR QUALIFICATIONS
NEW FIRE STATION

FOR THE

CITY OF OAK HARBOR
FIRE DEPARTMENT**

ISSUED THIS DATE: **October 23, 2015**

PROPOSALS DUE: **November 13, 2015**

This Addendum No. 1, containing the following revisions, additions, deletions and/or clarifications is hereby made a part of the Request for Qualifications (RFQ) for the above-named project. Respondents shall take this Addendum into consideration when preparing and submitting their Statements of Qualifications (SOQs).

TO PROSPECTIVE RESPONDENTS:

The attention of all prospective respondents on the above project is directed to the following additions and modifications to the RFQ Documents.

ITEM NO. 1:

Section 4.0 – Anticipated Schedule

- Delete the following

~~Phase 2 – Implementation of Preferred Alternative~~

~~Construction Permit, Bid DocumentsDecember 2015 – June 2016~~

~~Construction..... June 2016 – Sept 2017~~

~~Fire Station Opening.....Fourth Quarter 2017~~

- Add the following

Phase 2 – Implementation of Preferred Alternative

Construction Permit, Bid Documents September 2016 – April 2017

Construction.....April 2017 – December 2017

Fire Station Opening.....First Quarter 2018

ITEM NO. 2:

Section 5.2 – Staff Qualifications

Delete the indicated section below –

Please provide an organizational chart and a narrative staffing plan showing proposed staff, reporting relationships and key responsibilities for each staff member. At a minimum, include background information and experience for the following staff members: the principal-in-charge or corporate executive dedicated to the project, project manager, preconstruction manager, project engineers, superintendents, the estimator, the scheduler and the safety officer.

ITEM NO. 3:

Section 7.0 – Evaluation Criteria

Replace Section 7.0 in its entirety with the following.

7.0 EVALUATION CRITERIA

All the submittals received will be reviewed by the evaluation committee established by the City. The criteria and their associated points are as follows:

7.1 – Statement of Qualifications (SOQ)

Evaluation of SOQs	Points
Staff qualifications	14
Past performance on relevant projects	10
Project approach	16
Firm location, current workload	8
DBE/MWBE approach and Apprentice Program	2
Subtotal: 50 Points*	

* Points scored in Step 1 will be reassessed and included in Step 2 - Extended Interview.

7.2 Interviews

At the conclusion of the Step 1 process, those firms identified on the Short List will be invited into Extended Interviews. An agenda, including details, presentation topics, information, and/or format, will be transmitted to those firms prior to the scheduled date and time of the interviews.

Evaluation Criteria for Interviews	Points Possible
<u>Presentation</u> : Clarity and thoroughness of presentation, and the firm's understanding of and approach to the requirements of the Project.	20
<u>Specific Questions</u> : Thoroughness and insight in providing direct and clear answers to the questions asked.	20
<u>Communication</u> : Overall quality of the team's presentation, including interpersonal communications between team members and the interview panel. Quality of questions asked by the firm.	10
Subtotal Possible Points for Interview: 50 Points**	

** Points received as a result of the Interview will be combined with points reassessed from SOQs to determine

The firm receiving the highest combined score as a result of the SOQ and Interviews will be selected to enter into an agreement with the City.