



**Public Works Department  
Stormwater Division  
Third Floor  
101 City Hall Plaza  
Durham, North Carolina 27701**

## **Addendum No. 1**

**To Request for Qualifications for the  
Southeast Durham Watershed Improvement Plan  
RFQ No. SP-2023-01  
September 14, 2023**

**The following items in the Request for Qualifications contain corrections:**

**240. Contents of Submittal.** The submittal should include the following sections. Cover letter shall be a maximum of two single-sided pages in length. Sections B through D shall be a maximum of fifteen single-sided pages in length. Required forms, resumes, and tabs/dividers do not count toward the page limit.

- A. **Cover Letter: Contact information and Legal Status of the Candidate and Signers.** The submittal should contain a cover letter, signed by a principal of the candidate. The Owner's Representative must have knowledge of the firm's work. The cover letter shall be a maximum of two single-sided pages in length and will not count towards the overall page limit. The cover letter should contain the following statements and information.
1. Statement 1. The undersigned, whose title and position with the candidate are stated next to or beneath his or her signature, has the authority to submit this proposal (including this cover letter) on behalf of the candidate in response to the City of Durham's Request for Qualifications. Include the contact name, phone, e-mail, address of Owner's Representative.
  2. Statement 2. Unless otherwise clearly stated in this response to the RFQ, our proposal accepts the terms and conditions stated in the RFQ, including the description of services to be performed and the provisions of the contract to be signed.
  3. Statement 3. This submittal is not an offer, and the candidate retains the right to decline to enter into a contract with the City for this project.
  4. Statement 4. The cover letter should contain one of the following two paragraphs A or B. If (i) the cover letter lacks both paragraph A and paragraph B, or (ii) the cover letter contains paragraph A but fails to comply with the instructions in the section of the RFQ titled "Trade Secrets and Confidentiality," the City may treat everything it receives from the candidate as not trade secret or confidential, and the City may disclose to the public everything it receives from the candidate.
    - A. With respect to all trade secrets that the candidate may submit to the City in

connection with this proposal or the contract, if the contract is awarded to the candidate, the candidate shall comply with the section of the RFQ titled "Trade Secrets and Confidentiality," including all of its subsections, including the subsection titled "Defense of City." The candidate acknowledges that the City will rely on the preceding sentence.

*-or-*

- B. The candidate is not submitting any trade secrets to the City in connection with this proposal or the contract; if the contract is awarded to the candidate, the candidate will not submit any trade secrets to the City in connection with this proposal or the contract. The candidate acknowledges that the City will rely on the preceding sentence.
5. Contact information. Include the candidate's name and address, and the contact information (name, mailing address, e-mail address, fax number, and telephone number) of the person whom the City should contact regarding the proposal.
6. Legal Status of the Candidate and Signers. State the full, exact name of the candidate. State whether the candidate is an individual, corporation, limited partnership, general partnership, limited liability company, professional corporation, professional association, etc. If it is anything other than an individual or a general partnership, specify the State under which the entity is organized. If the State under which the entity is organized is not North Carolina, specify whether the candidate has received a certificate of authority from the N. C. Secretary of State to transact business in North Carolina. State whether the entity is in existence at the time the proposal is submitted, and if not, whether and when the candidate intends to officially form the entity. State the names and titles of the individuals who will sign the contract with the City.
7. Conflict of Interest. If the candidate has any grounds to believe there could be a conflict of interest, such as that a City employee who is involved in awarding the contract has a connection with the candidate, please explain.
8. Addendums. The cover letter should list the last addendum that the City issues for this RFQ, with the following statement, "The undersigned candidate has read all the addendums issued by the City for this RFQ, through and including Addendum No. \_\_\_\_." In that blank the candidate should list the number of the last addendum read.

~~B. **Qualifications and References.** Qualifications, certifications, and abilities of key staff identified in the proposal, as demonstrated by performance/role in projects of a similar nature.~~

- ~~1. Provide one-page resumes for all staff included on the organizational chart. Resumes will not be counted towards the page limit.~~
- ~~2. List the candidate's current licenses that are pertinent to this project. The City may reject proposals from any candidate that does not hold licenses required by North Carolina laws to perform the contemplated work.~~

B. **Qualifications and References.** Qualifications, certifications, and abilities of key staff identified in the proposal, as demonstrated by performance/role in projects of a similar nature. This should include contacts for projects referenced and how to reach them.

1. Provide one-page resumes for all staff included on the organizational chart. Resumes will not be counted towards the page limit.
2. List the candidate's current licenses that are pertinent to this project. The City may

reject proposals from any candidate that does not hold licenses required by North Carolina laws to perform the contemplated work.

C. **Project Management and Subcontracting.** State the names, qualifications, and physical office locations of the individuals who will have responsibility for this project. An organizational chart should be provided with key staff that will be engaged in the project.

1. Subcontractors may be used to perform work under this contract. If an offeror intends to use subcontractors, the offeror must identify in their proposal the names of the subcontractors and the portions of the work the subcontractors will perform. An offeror's failure to provide this information within the time set may cause the City to consider their proposal non-responsive and reject the proposal. The substitution of one subcontractor for another may be made only at the discretion of the project manager and with prior written approval from the City's project manager. If a proposal with subcontractors is selected, the offeror must provide the following information concerning each prospective subcontractor within five working days from the date of the City's request:

- A. Complete name of the subcontractor.
- B. Complete address of the subcontractor.
- C. Type of work the subcontractor will be performing.
- D. Percentage of work the subcontractor will be performing.
- E. A written statement, signed by each proposed subcontractor, that clearly verifies that the subcontractor is committed to render the services required by the contract.

~~D. **Workforce Diversity Questionnaire.** Complete the *Contractor Workforce Diversity Questionnaire* ("Diversity Questionnaire") and provide it with your Proposal. The Diversity Questionnaire will not be used as a factor in determining a recommendation for award; however, the completed Diversity Questionnaire will be required of the Contractor before any contract will be authorized for execution. It is recommended that the Diversity Questionnaire be submitted at the same time as the Proposal in order to facilitate the processing of the Contractor's information. This form is not included as part of any submittal page maximum.~~

~~E. **Project Methodology and Understanding.** The proposal should generally follow the tasks outlined in the RFQ and add sub-tasks if needed. The proposal should explain in detail the approach that will be implemented to complete the tasks. The description should be concise and directly address how the project goal is achieved. Discuss the firm's understanding of the project, the project objectives, and describe the proposed project approach to deliver the services in an effective, timely and professional manner. Outline the project plans, structure and services to be provided and how and when these services shall be provided. A project schedule should be included with deliverables noted in the schedule. This section should fully and completely demonstrate the firm's intended methods for servicing the requirements of all aspects of all types of projects set forth herein.~~

~~1. **Assumptions Regarding City of Durham Actions and Participation.** Describe any support needed from City staff in order to execute the services. If the submitter assumes that the City will take certain actions, provide facilities, or do anything else, state these assumptions explicitly.~~

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- F. **Non-collusion Affidavit.** This RFQ constitutes an invitation to bid or propose. Complete the non-collusion affidavit included in Exhibit B.
- G. **Outreach Material.** This section is limited to four double-sided pages. Material in this section does not count towards the page limit.