



**ADDENDUM to the REQUEST FOR PROPOSALS
Contract Administration and Inspection Services for
Main Street Improvements Second to Fifth Street
(C3) RFP No. E12-273**

ADDENDUM NO.: ONE

**CURRENT DEADLINE FOR PROPOSALS:
June 7, 2012**

PREVIOUS ADDENDA: NONE

ISSUED BY: City and Borough of Juneau
ENGINEERING DEPARTMENT
155 South Seward Street
Juneau, Alaska 99801

DATE ADDENDUM ISSUED: May 24, 2012

The following items of the contract are modified as herein indicated. This addendum has been issued and is posted online. Please refer to the CBJ Engineering Contracts Division webpage at:
<http://www.juneau.org/engineering ftp/contracts/Contracts.php>

Item No. 1: 3.0 PROPOSAL CONTENT REQUIREMENTS, **Delete** in its entirety, and **replace** with the following:


3.0 PROPOSAL CONTENT REQUIREMENTS

The response to this RFP shall be in letter form, not more than seven (7) pages in length. The information requested below should be organized in the manner specified in order to achieve a uniform review process and obtain the maximum degree of comparability for the Selection Committee.

- **Proposed Method to Accomplish the Project:** Proposal shall demonstrate an understanding of the requested scope of services. Include proposed work schedule and methodology for accomplishing the project, showing insight to the specific details of the project.
- **Organization and Capacity of the Firm:** Identify the consultant team proposed for this project and demonstrate their ability to perform the desired services within the established schedule. The proposal should discuss the current workload of staff proposed for the requested services.
- **Firm's Representation:** The proposal shall specify readily available personnel to accomplish the desired services. Key personnel shall be named and their roles within the project clearly identified. Other project commitments of key personnel shall also be identified. The level of involvement should be displayed in a way which is consistent with the scale of the project. The qualifications of personnel shall be included.

- Firm's Experience with Similar Projects: Proposal should include a list of projects of similar scale and scope, succinctly described
- Firm's Hourly Rates: Evaluation will include the hourly rates of pay for personnel to be used on this project. Include a list of reimbursable expenses typical for this type of project. Hourly rates shall include all markups and multipliers.
- Quality of the Proposal: Evaluation will include the clarity and professional quality of the document(s) submitted.
- Licenses: Professional registration (Engineer/Architect/Land Surveyor/Landscape Architect) in the State of Alaska at the time of proposal submission is required (Alaska Statute 08.48.281). If a corporate license is held, the professional licensed in the State of Alaska (in order to obtain a corporate license) must be in responsible charge of the project, as well as the professional stamping the work. All survey work involving property or boundary surveys must be stamped by a Professional Land Surveyor licensed in the State of Alaska. All reports prepared by a registered professional licensed in the State of Alaska must be stamped by the registered professional. The proposal must include a statement indicating that all required corporate, all required professional occupational licenses and all other necessary licenses/certifications are currently held. License/certification numbers must be provided.
- Acknowledge Receipt of All Addenda: Failure to acknowledge addenda may result in the proposal being considered non-responsive and subject to rejection.
- Juneau Proposer according to SECTION 7.0.
- Proposal Signature: The proposal must be signed by a representative who has authority to bind the firm. Name and title of the individual signing the proposal must be printed below or adjacent to the signature.
- Resumes: Resumes may be attached to the proposal as appendices and will not be included in the page count for proposals.

Receipt of this addendum must be acknowledged or your proposal may be considered non-responsive. Acknowledge the addendum in the submitted proposal.

By: 

 Jennifer Mannix,
 Contract Administrator

Date Issued: May 24, 2012