

RFQ AMENDMENT
Request for Qualifications #KY-100-1-11-5610
Kayenta Township Community Development Department
928.697.8451

AMENDMENT #1

NOTE: Attach to Original RFQ. However, if Proposal has already been returned, complete this amendment and return for attachment to your Proposal by 5:00pm, March 03, 2017.

Kayenta Township
¼ mile North of Jct. US Hwy 163 & 160
Kayenta, Arizona 86033
Attn: Heston Zonnie

SOLICITATION: Request for Qualifications #KY-100-1-11-5610
On-Call Engineering and Architectural Services

NOTICE TO CONTRACTORS:

This Amendment forms a part of the Contract and clarifies, corrects, or modifies the original Request for Qualifications for Proposal documents prepared by the Kayenta Township.

Bid Due Date and Time: **March 03, 2017 at 5:00 p.m. MST**

Last Day for Questions: **February 24, 2017 at 5:00 p.m. MST**

Please amend and include the following information for Request for Qualifications #KY-100-1-11-5610 as follows:

The “Acknowledgement of Receipt Form” for RFQ #KY-100-1-11-5610 has been extended as follows:

Acknowledgement of Receipt Due Date and Time: February 24, 2017 at 5 p.m. MST

Please amend all time zones referrals to Mountain Daylight Saving Time in RFQ #KY-100-1-11-5610 to:

Mountain Standard Time (MST)

A. On Pg. 10, Section III.A. will be amended with underlined addition to read:

A. FIRM INFORMATION (1 Page Limit): General information of Firm

1. Provide the following information, which will serve as the cover page of your SOQ.
 - Name of Firm
 - Brief description of firm
 - Categories your firm wishes to be considered for
 - Home office location and the location of the office that will be performing the majority of the work
 - Number of employees in the office that will be performing the majority of the work
 - Name of Primary contact and title, including phone number and email
 - Legal organization of the firm
 - Arizona business and/or professional licenses/registrations held by the firm
 - Contract(s) or subcontract(s) which have been terminated within the last five years.
 - Any litigation or arbitration actions within the last three years. Briefly describe the circumstances and the outcomes.
2. Describe how your firm will support the team and project in the following ways.
 - Financial and leadership resources
 - Project management systems and tools
3. List the category elements that will be performed in-house and elements that require the services of a sub-consultant/s. For any sub-consultant services provide the name (only) of firm/s.
4. It is in the Township's best interest to support Navajo and Native American employees and businesses. The Navajo Preference in Employment Act and Navajo Business Opportunity Act shall apply. Indicate the volume of work to be produced in Arizona, New Mexico and Utah by Navajo and Native American firm or firms.

B. Pg. 10, Section III.B. "underlined requirements" amended to read:

B. EXPERIENCE OF FIRM (1 Page Limit):

- List only projects awarded to your firm in the last two years per the following:
- Should include similar elements as the category you want to be considered for.
- Projects performed in Arizona but can include Navajo Tribal Lands that extend into Utah and New Mexico.
- Contracts must be under \$400,000. State if contract was for design services only or if CA services were also included.
- Project description must be limited to one (1) paragraph
- Contract amount
- Completion or estimated completion date
- Procurement method (direct select, selected by RFQ, On-Call list)
- Provide at least two general references, with contact information include full name, location, phone number and/or email address.

C. Pg. 11, Section IV.B., Paragraph 2: Delete strikethrough and add underlined:

“A separate SOQ shall be submitted for each category of services that the firm wishes to be considered for. Firms are to submit their individual qualifications and experience for each category. Multi-discipline firms that can self-perform several categories can combine these into one SOQ provided that they can fit SOQ Criteria’s into page limit requirements. ~~No team submittals will be accepted.~~ Please provide in each SOQ packet one (1) page cover letter, four (4) original hard copies of the SOQ and one (1) copy on Computer Disk (CD) for each category the firm wishes to be considered for, no later than 5:00 p.m., Friday, March 3, 2017.”

THE FOLLOWING QUESTIONS WERE ASKED BY INTERESTED FIRMS THROUGH WRITTEN EMAIL AS FOLLOWS:

QUESTION: If you are able, can you send a list of other firms who have requested the RFQ?

ANSWER: Firms on the procurement list can be obtained by the sign-in sheet at pre-proposal meeting

QUESTION: Is Indian-preference a part of the selection process?

ANSWER: Yes the Navajo Preference in Employment Act and Navajo Business Opportunity Act shall apply however other qualifications may override this.

QUESTION: What is the page limit for the "Experience of Key Personnel?"

ANSWER: Refer to pages 10-11 of RFQ; section III.C.1-3

QUESTION: For clarification, if ABC Engineering Company is submitting for two service categories, is ABC required to submit two individual statements of qualification?

ANSWER: See amended Submittal Requirements

QUESTION: We're a full-service civil and surveying firm and we are interested in 11 of the categories. Does that mean that we would be submitting 11 separate SOQs with the four copies?

ANSWER: See amended Submittal Requirements

QUESTION: Can a New Mexico, Bernalillo County notary notarize Attachment B - Non-Collusion Affidavit?

ANSWER: Yes

QUESTION: The way the SOQ reads it sounds like you are compiling individual firms in each discipline rather than one team that performs the entire list of work. Can you clarify?

ANSWER: See amended Submittal Requirements

QUESTION: Will the On-Call Engineering and Architectural Services include Land Use Planning and Master Planning Services?

ANSWER: The Township anticipates none to very minimal planning services during on-call period

QUESTION: Will there be a separate On-Call Land Use and Master Planning Services RFP? Or do you have a separate process for your Planning Services Projects?

ANSWER: No

QUESTION: Being that we are a Construction Management and Inspection firm, are we required to partner with an Architect or Engineer in order to be considered for this RFP?

ANSWER: No

QUESTION: Are we able to submit our qualifications independently?

ANSWER: Yes

QUESTION: How are the qualifications being evaluated?

ANSWER: Your SOQ will be evaluated based on your firm's responses to the SOQ criteria and the quality of the SOQ.

QUESTION: How much preference is being given to Navajo Owned firms listed with the Navajo Business Regulatory Office's source list?

ANSWER: See above

QUESTION: Will a list of potential projects that are to be constructed during the timeframe of the On-Call contract be distributed?

ANSWER: Potential projects will be further discussed to selected on-call list

QUESTION: How many on-call consultants will be selected per Category?

ANSWER: A selection panel will decide how many to be selected per category during the selection process based on what is in the best interest of the Township

QUESTION: The RFQ states that, "No team submittals will be accepted (page 11 of 19), however, on page 10 of 19, under A. 3., it is written that, "For any sub-consultant services provide the name (only) of the firm." Please clarify.

ANSWER: See amendment and deletion above.

QUESTION: Under B. Experience of Firm, it is written that, "The project must be performed by the Arizona Office." Our office is located in New Mexico. Please clarify

ANSWER: See amendment above.

QUESTION: The RFQ refers to the Kayenta Township Business Opportunity Act; does this follow Navajo Preference?

ANSWER: Yes where applicable

QUESTION: Page 7 of 19, under H, it indicates "reproducible drawings on Mylar." However, this may be challenging to provide as Mylar is rarely used. Please confirm.

ANSWER: Replace with standard full-size drawings on white print sealed and signed

The balance of the specifications and instructions remain the same. Offerors must acknowledge receipt and acceptance of this amendment by returning the entire amendment with the Request for Qualifications #KY-100-1-11-5610

PLEASE ACKNOWLEDGE YOUR FIRM'S RECEIPT OF THIS AMENDMENT BY SIGNING THE ATTACHED SOLICITATION AMENDMENT ACKNOWLEDGEMENT

RFQ #KY-100-1-11-5610
AMENDMENT NUMBER #1
AMENDMENT ISSUE DATE: February 22, 2017

Offeror certifies that Offeror has read, understands, and will fully and faithfully comply with this Request for Qualifications, its attachments and any referenced documents. Offeror also certifies that this offer was independently developed without consultation with any of the other Offerors or potential Offerors.

Name of Company: _____

Authorized Signature: _____

Print Name and Title: _____

Date: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Email Address: _____