

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

AMENDMENT #2

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:

A. On Pg. 10, Section III.A.; Add and amend underlined to read:

A. FIRM INFORMATION (2 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 including Navajo Nation Business Regulatory Certification/s of Navajo Business if affiliated.
 - 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 and a small description of services firm/s will be performing.
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.; Delete strikethrough and amend underlined to read:

B. EXPERIENCE OF FIRM (2 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, Review Section IV.B. Submittal Requirements below in its entirety; Amend, add underlined and delete strikethrough to read:

The Statement of Qualifications (SOQ) RFQ packet shall include a one-page cover letter indicating which category(s) of services your firm wishes to be considered for.

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 as each category will be evaluated individually. Multi-discipline firms that can self-perform several categories, or firms who want to submit SOQ's for more than one category, can combine these into one SOQ with a section for each category. ~~provided that they can fit SOQ Criteria's into page limit requirements.~~ 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.

Each CD will be labeled with the RFQ title above, the firm name and the category the firm wishes to be considered for. ~~Firms are to submit their individual qualifications and experience for each category. No team submittals will be accepted.~~

The SOQ will be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated.

Binder # 1 [Original RFQ]

- a. Cover Letter
- b. Table of Contents
- c. Response to SOQ Criteria's A-C (SectionIII)

NOTE: For the convenience of the Review Committee; All responses to the RFQ items A through C shall be formatted for each category as follows:

- All page limits in accordance with each paragraph A-C.
- Pages are designated as 8.5" x 11" with 1" Margins using Times New Roman, 10 point font or larger.
- Firms shall provide responses to items A through C, in alphabetical order for each SOQ.
- With exception of Attachments A-B; appendices with additional information shall not be included and are not allowed.

Interested firms should submit a qualifications packet addressing the specified Request for Qualifications (SOQ) criteria. On the submittal packet, please display the firm name and RFQ title. In the SOQ packet include the one page cover letter and four (4) original hard copies and one (1) copy on Computer Disk ~~for each category the firm wishes to be considered for,~~ **no later than 5:00 p.m., Friday, March 03, 2017.**

All submittals should be sent or delivered to:

Physical Address:

Kayenta Township
Attn: Project Manager
RFP# KY-100-1-11-5610
¼ mile North of Jct. US Hwy 163 & 160
Kayenta, Arizona, 86033

Mailing Address:

Kayenta Township
Attn: Project Manager
RFP# KY-100-1-11-5610
P.O. Box 1490
Kayenta, AZ. 86033

Please be advised that **failure** to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of submittal by the specified date and time.
- One (1) page Cover Letter. Four (4) original Hard Copies and One (1) Computer Disk (CD) ~~for each category that the firm wishes to be considered for.~~
- Adherence to maximum page requirement.
- Deposit of submittal in correct location.
- ~~Acknowledgement in the cover letter that the Township's Professional Services Agreement has been reviewed by the firm submitting the SOQ packet(s) and the firm's assurance to execute this agreement as written.~~

THE FOLLOWING QUESTIONS HAVE BEEN SUBMITTED AT AND FOLLOWING THE PRE-PROPOSAL MEETING ON FEBRUARY 24, 2017 AS FOLLOWS:

QUESTION: Under firm information, the RFQ and Amendment say provide name only of subconsultants. Would the Township consider allowing information to be submitted for the subconsultants to gain a better understanding of services the prime is providing?

ANSWER: See amendment A above

QUESTION: Under section B, projects should be less than \$400,000. Would the Township accept relevant projects that contract value is over but within 10% of \$400K limit?

ANSWER: Yes see amendment B above

QUESTION: Can all service categories be combined into 1 SOQ with 1 cover letter? Each service category would be its own section within SOQ.

ANSWER: Yes see amended submittal requirements

QUESTION: Can you please provide link to comprehensive plan or provide a digital copy?

ANSWER: http://kaventatownship-nsn.gov/Home/PDF/020_Comprehensive_Plan.pdf

QUESTION: And I wanted to clarify if you were still only looking for past projects under \$400k or if you want engineers estimate vs actual construction cost?

ANSWER: See amendment B above

QUESTION: Do page limits apply to each section of services that a company/team can provide?

ANSWER: Yes see amended page limit requirement

QUESTION: Appendices are not allowed, why is there Non-collusion affidavit form attachment to the RFQ?

ANSWER: See amended exception above.

QUESTION: Does Kayenta Township follow Navajo Business Regulatory Guidelines?

ANSWER: Yes

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 #2
AMENDMENT ISSUE DATE: February 27, 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: _____