



ADDENDUM NO. 03

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

Date Issued: May 17, 2023

A. QUESTIONS & ANSWERS

Question 1: Project References are requested for three (3) sections (Section G, Appendix A – Reference Form, Appendix A – Client Reference Letters). May you please provide a brief description of the anticipated information (and how it differs) to be included?

Answer 1:

VII. EVALUATION CRITERIA Section G. explains that firms will be ranked by the relevance and quality of the references provided.

Appendix A – Reference Form is a list of clients to whom services have been provided by your firm, similar to those described in the RFQ.

Appendix A – Client Reference Letters are reference letters from clients regarding services that your firm provided to them, similar to those described in the RFQ.

Question 2: The “Appendix A Required Forms Packet” list varies from page 18 to page 20. On page 18 there are two (2) requests for insurance information (Appendix A - Insurance Requirements Form, Appendix A – Copy of Firm’s Certificate of Insurance). However, on page 20 there is only a single request for insurance information (Appendix A – Insurance Requirement Form). If we provide a copy of our Certificate of Insurance (COI), will that suffice for both documents?

Answer 2: Both documents are required to be included with the RFQ submittal.

Appendix A – Insurance Requirements Form is more of a checklist and verification that the firm understands and has included all the requirements for the insurance.

Appendix A – Copy of Firm’s Certificate of Insurance is the actual certificate.

Question 3: Within the Proposal Submission section on page 17, an ADA compliant electronic copy of the Proposal is requested. May you please clarify the definition of ADA Compliant regarding an electronic document?

Answer 3: The City makes every effort to have information accessible to those with disabilities per the Americans with Disabilities Act (ADA), this includes files. Accessible PDFs require certain elements: tagging in a logical reading order, proper heading structure, alternate text for images, proper table and list formatting and usage, etc.

If software is unavailable, PDF documents' Accessibility Tool can run Accessibility Checks and Reports to find out what elements are passing or failing compliance.

ACKNOWLEDGEMENT:

Signature and Date

Printed Name and Title

Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 03