



City of Pawtucket, RI

***** Addendum #1 *****

RFQ # 25-009 - Project Management Assistance for Building Improvement Program

September 3, 2023

The attention of bidders submitting proposals for the above-referenced project is called to the following Addendum to the Request for Proposals indicated above. The items set forth herein, whether of omission, addition, substitution or other change, are all to be included in, and form a part of the proposed Contract Documents for the work.

Inclusion of this Addendum must be acknowledged in the spaces provided in the document entitled "Request for Qualifications 25-009 - Project Management Assistance for Building Improvement Program". Failure to acknowledge any and all addenda in the above specified bid form may be cause for rejection of the bids by the Owner on the grounds that it is not responsive.

This addendum consists of three (3) pages.

Item 1: Questions and Answers:

Q1: Per Section **8.0 – Submission Content and Organization:** Should the consultant have a Registered Professional Contractor and a Registered Land Surveyor as part of the proposed team?

A1: To clarify, a certified professional contractor, engineer, and/or architect should at least be on a bidder's list of subcontractors for this Project as all jobs associated with the Project will require one. A certified professional Land Surveyor should at least be available as a contingency if a project should require one.

Q2: Could you provide more information on the types of buildings that will require these services – are these residential property owners; private businesses; or buildings/facilities owned by the City?

A2: The Project is mainly intended for private business owners; within that work there may be some residential use.

Q3: May we include the information required in the proposal forms in our own format or are we required to include the forms provided in the RFQ?

A3: Please fill out and sign the forms as provided in the RFQ for the sake of uniformity. Bidders are welcome to attach as much information to the response as they feel necessary.

Q4: Please confirm all you are requesting in terms of a fee at this point is hourly rates for proposed staff as noted on page 11, section 8.0?

A4: That is all the information that the City is requesting. Architects and Engineers are exempt from providing this information per RIGL 45-55-8.1. However, as an RFQ, rate information is not one of the Evaluation Criteria. The City will rank responding firms according to the criteria in Section 9. The City will negotiate with the top-ranked firm post-Evaluation. If an agreement cannot be reached, the City will then negotiate with the second-ranked firm, and so on until an agreement is finalized.

Q5: Please confirm number of copies of proposals required: page 8 states 1 hard copy and 1 USB; page 12 states 1 original, 2 copies and 1 USB?

A5: The request contained on both pages 8 and 12 is the same, but ordered differently. In both cases, the City is requesting that bidders provide two (2) copies of their bid:

- The first is the original (paper)
- The second is a copy of the first provided on a USB or Flash drive.

Q6: Please provide the project timetable to start and complete the work.

A6: Contract assigned by Nov 1, 2024; all contracted work to be finished in late 2025 - early 2026.

Q7: Please advise approximately how many properties will be evaluated/repaired .

A7: It is the City's best estimate that between 8-10 building owners will require the Project Management services offered through this the Program.

Q8: Please advise the value available to complete this work

A8: Please see the answer to question #4 above. The City is soliciting qualifications for the scope identified; hourly rates only are requested at this time.



Peter Wingate

Purchasing Director