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## ADDENDUM No. 1

### Request for Qualifications As-Needed Cost Estimating Services No. 6

Sourcing Event ID 0000009086

**April 1, 2024**

The Request for Qualifications (RFQ) with Sourcing Event ID 0000009086 is amended in accordance with the following Addendum No. 1.

#### CHANGES TO THE RFQ:

Note:

- **Red** with strikethrough texts are deleted text
- **Blue** bold texts are revised or added text

1. RFQ, Appendix A – Submittal Checklist, III. Contract Forms

Amended as follows:

- First Source Hiring Agreement for Professional Services (**Prime or each JV partner ~~must submit online~~**)

#### QUESTIONS AND ANSWERS:

(Questions were paraphrased for clarity.)

Q1:	I was not able to log onto the sfcitypartner website. What do I need to do?
A1:	<i>Please contact sfcitypartner website User Support at <a href="https://sfcitypartner.sfgov.org/pages/contact.aspx">https://sfcitypartner.sfgov.org/pages/contact.aspx</a>, and create a new ticket. They will be able to troubleshoot the problem. If you have never logged onto the sfcitypartner website before, a new Supplier User ID and password may be needed. Please create a new ticket with User Support for help.</i>
Q2:	I would like to be informed of future As-Needed Cost Estimating Services RFQ's. How do I get my name on the mailing list?
A2:	<i>Please contact the Contract Manager at <a href="mailto:Olivia.Lee@sfdpw.org">Olivia.Lee@sfdpw.org</a> .</i>

Q3:	We would like to provide our services as a subconsultant, how can we get the word out?
A3:	<i>You may post your Partner Request on the RFQ page of the SF City Partner website.</i>
Q4:	We intend to submit a proposal as a prime. How can we advertise our outreach to potential LBE subconsultants?
A4:	<i>You may post your Partner Request on the RFQ page of the SF City Partner website.</i>
Q5:	We intend to submit a proposal as a prime, and we are looking for a subconsultant for a specific discipline? How can we get the word out?
A5:	<i>You may post your Partner Request on the RFQ page of the SF City Partner website.</i>
Q6:	Where can I view the Partner Requests for this RFQ?
A6:	<i>You may visit the View Partner Requests Page from the RFQ page of the SF City Partner website.</i>
Q7:	Do subconsultants have to fill out the First Source Hiring Agreement form?
A7:	<i>Subconsultants are not required to fill out the First Source Hiring Agreement form at time of submittal, but the Prime consultant should (to the best of their ability) take into account the total number of new hiring opportunities that will be made available through the contract – whether through the Prime directly or through their subconsultants.</i>
Q8:	Where can we find the list of LBE firms?
A8:	<i>SF CMD LBE Directory can be found at this link: <a href="http://sfcitypartner.sfgov.org/pages/LBESearch/supplier-search.aspx">sfcitypartner.sfgov.org/pages/LBESearch/supplier-search.aspx</a>.</i>
Q9:	CMD Attachment 2, PART IV: With regards to the required Good Faith Outreach, can you please clarify what exactly entails the “follow-up” process?
A9:	<i>The instructions on Form 2B state: “2. Did your firm follow-up/negotiate in good faith with interested LBEs*? Your follow-up contact(s) with interested LBEs should include, but are not limited to correspondence regarding: the scope of work/services, quotes/billing rates, qualifications and/or expectations; reduction of your firm’s pre-qualification standards; etc.”</i>
Q10:	Does the “Prime Neighborhood/Zip Code LBE Rating Bonus” apply to this Contract?
A10:	<i>The Neighborhood/Zip Code LBE Program shall not apply to Job Order Contracts (JOC), As-Needed Contracts, or other Contracts where no specific project location is specified at the time of proposal. This is an As-Needed Contract.</i>
Q11:	Where can I find the information on LBE Prime Rating Bonus Points?
A11:	<i>Please see RFQ Section 9 – Local Business Enterprise Requirements, 9.1, C on page 31.</i>
Q12:	Where can I get a list of current contract holders for As-Needed Cost Estimating Services?
A12:	<i>Please see the RFQ, Section 1 – Introduction &amp; Schedule, 1.1, G on pages 1 and 2.</i>
Q13:	Where can I find the minimum qualifications requirements for the Lead Cost Estimator?
A13:	<i>Please see RFQ Section 3 – Minimum Qualifications, 3.2 Prime Consultant’s Key or Lead Personnel Qualifications on page 7.</i>
Q14:	Where can I find the requirements for forming joint ventures?
A14:	<i>Please see CMD Attachment 2, RFQ Section 3 – Minimum Qualifications, and RFQ Section 9 – Local Business Enterprise Requirements.</i>

Q15:	As a result of this RFQ, will there be work to prepare cost estimates for State Highway Programs?
A15:	<i>No. Please see RFQ Section 2 – Scope of Work.</i>
Q16:	In our proposal, could we include Certified Estimating Professionals (CEP's) by American Association of Cost Estimating (AACE)?
A16:	<i>Yes.</i>
Q17:	We are a micro-LBE firm providing cost estimating services. Please confirm that we are allowed to participate in both RFQ's 9086 and 9087.
A17:	<i>Confirmed. But only one contract can be awarded if selected.</i>