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## ADDENDUM No. 1

Sourcing Event ID 0000010223

Request for Qualifications  
As-Needed Special Inspection and Testing Services No. 4

January 16, 2025

The Request for Qualifications (RFQ) with Sourcing Event ID 0000010223 is amended in accordance with the following Addendum No. 1.

Please acknowledge receipt of this Addendum by completing the “Acknowledgement of Receipt of Addenda” form included as Appendix C, Contract Forms, in the original RFQ documents.

### **CHANGES TO THE RFQ:**

1. RFQ Section 5 – Minimum Qualifications, 5.2, B, ii on Page 20 is amended as follows:
  - ii. Minimum ~~10~~ **8** years of experience reviewing Special Inspection and Testing reports, writing and signing Final Compliance Reports.
  
2. **RFQ Section 8 – Proposal Content**, 8.3, A on Pages 32 and 33 is amended as follows:
  - A. The Proposal shall be clear and concise, responsive to all RFQ requirements, and shall include a Table of Contents, and in a reader-friendly format separated by labeled tabs as follows:
    1. Executive Summary
    2. Prime Consultant Qualifications
    3. Key/Lead Personnel Qualifications
    - 4. Prime Consultant’s Sample Work Products**

- 5. Team Qualifications
  - 6. Overall Approach
  - 7. Appendices
3. **RFQ Section 8 – Proposal Content**, 8.3, A, 4 on Page 36 is amended as follows:
- 4. **Prime Consultant’s Sample Work Products** (Limit to ~~30~~ 60 Pages)
4. **RFQ Section 8 – Proposal Content**, 8.3, A, 4, v on Page 36 is amended as follows:
- v. A copy of the prime proposer or JV partners’ QA / QC Procedure. **(if too voluminous, please provide a summary or overview of the QA/QC Procedure).**
5. **RFQ Section 8 – Proposal Content**, 8.3, A, 7 on Page 38 is amended as follows:
- 7. **Appendices** (Limit to ~~50~~ 60 Pages)

**QUESTIONS AND ANSWERS:**

(Questions were paraphrased for clarity.)

Q1:	Where can I get a list of LBE firms located in San Francisco?
A1:	<i>San Francisco Contract Monitoring Division (CMD)’s Directory of LBE firms can be found at this link: <a href="https://sfcitypartner.sfgov.org/pages/LBESearch/supplier-search.aspx">sfcitypartner.sfgov.org/pages/LBESearch/supplier-search.aspx</a>.</i>
Q2:	We would like to provide our services as a subconsultant, how can we get the word out?
A2:	<i>You may post your Partner Request on the RFQ page of the SF City Partner website.</i>
Q3:	We intend to submit a proposal as a prime. How can we advertise our outreach to potential LBE subconsultants?
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, and we are looking for a subconsultant for a specific discipline? How can we get the word out?
A4:	<i>You may post your Partner Request on the RFQ page of the SF City Partner website.</i>

Q5:	Please confirm that we can list previous contracts and or projects we had with the City and County of San Francisco in our proposal.
A5:	<i>Confirmed.</i>
Q6:	Our firm does not provide some of the services listed in RFQ Section 2 – Scope of Services, 2.2, A. Do we need to form a team that can provide all the services listed?
A6:	<i>Please form a comprehensive team that can perform all the work described in the RFQ, Section 2 – Scope of Services.</i>
Q7:	RFQ Section 5 – Minimum Qualifications, 5.2, B, ii asks for Special Inspection Final compliance Report Signers to have minimum 10 years of experience reviewing Special Inspection and Testing reports, writing and signing Final Compliance Reports. One of our signers has a little less than 10 years of experience. We respectfully request your consideration of reduction of the years of final compliance signing experience requirement.
A7:	<i>Please see CHANGES TO THE RFQ Section above.</i>
Q8:	May we request the page limit to be increased for sample work products?
A8:	<i>Please see CHANGES TO THE RFQ Section above.</i>
Q9:	May we request the page limit to be increased for appendices?
A9:	<i>Please see CHANGES TO THE RFQ Section above.</i>
Q10:	Our QA/QC procedure is in 3-inch binders. Shall we include the table of contents or selected portions from it?
A10:	<i>If too voluminous, please provide a summary or overview of the QA/QC Procedure. Please see CHANGES TO THE RFQ section above.</i>
Q11.	We have questions on filling out the CMD forms. Who should we contact?
A11.	<i>Please contact CMD Contract Compliance Officer for this RFQ, Queena Chen at <a href="mailto:Queena.Chen@sfgov.org">Queena.Chen@sfgov.org</a>.</i>
Q12.	We have a question on the list of Recognized Special Inspection & Testing Agencies by the San Francisco Department of Building Inspection. Who should we contact?
A12.	<i>Please try <a href="mailto:dbi.specialinspections@sfgov.org">dbi.specialinspections@sfgov.org</a> .</i>
Q13.	<i>Do subconsultants need to have ISO 17020 and 17025?</i>

A13.	<i>It depends on the services the subconsultant provides. Please see RFQ Section 5 – Minimum Qualifications, 5.3.</i>
Q14.	<i>For the purposes of this RFQ, please confirm that, for Testing Agency, AASHTO R18 accreditation would be considered equivalent or substitute for ISO 17025 accreditation.</i>
A14.	<i>Confirmed.</i>