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## **ADDENDUM No. 1**

**Sourcing Event ID 0000010172**

### **As-Needed Asbestos, Lead, and Industrial Hygiene Consultation Services 2025**

**June 12, 2025**

The Request for Qualifications (RFQ) with Sourcing Event ID 0000010172 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:**

**RFQ Section 8 – Submittal Requirements**, 8.3 Proposal Content, 3 & 4, on pages 39, 40, and 41 is amended as follows:

**3. Prime Consultant’s Staff Qualifications & Experience** (up to 40 pages + Prime Consultant’s Staffing Roster, Total Points: 20)

- a. Briefly describe the roles, responsibilities, qualifications, background, and achievements of the Prime Consultants Staff or its Lead Joint Venture Partner. Provide sufficient information in the proposal for the Selection Panel to evaluate the ability and experience of each key/lead staff member to successfully fulfill their roles and complete the scope of services. “Key/Lead Personnel” are those individuals with essential, day-to-day management responsibilities. It is the Consultant’s responsibility to define the key members.
- i. Summarize this information into **Appendix H** ~~Appendix F~~ - Consultant / Sub-consultant Staffing Roster, ensuring that all Key/Lead Personnel are included on this Roster. **Appendix H** ~~Appendix F~~ - Consultant / Sub-consultant Staffing Roster must be submitted in the main proposal, and not separately.
- ii. Provide the name of at least one (1) proposed back-up to your key/lead team members. The proposed back-up shall have, at minimum, equivalent qualifications

as the original personnel. The acceptance of the proposed back-up individual as the replacement of the Key/Lead Personnel will be subject to final approval by the City.

- iii. Provide the above-requested information for ALL environmental inspectors, field technicians, and site personnel that may be assigned to the project on the **Appendix H Appendix F** “Consultant / Sub-consultant Staffing Roster”.

b. At a minimum, include in your discussion the following items:

- i. Using the table format provided as **Appendix H Appendix F** - “Consultant / Sub-consultant Staffing Roster”, show how all proposed personnel have met each of the itemized minimum technical qualification requirements outlined in Section 5.
- ii. If the minimum qualifications involve previous project experience, provide project names, project locations, project descriptions, project types, dates of completion (anticipated or actual) and project costs (anticipated or actual), along with a brief description of the projects. Clearly identify which projects are being used to meet the minimum qualification criteria stated in Section 5.
- iii. Include the number of years each proposed personnel has been employed by your firm.
- iv. Provide a one-page resume for each of the proposed personnel members who will be providing service under the Prime Consultant, including managers and inspectors, clearly outlining all relevant work experience on previous projects and how they are applicable to this project and specific roles and duties performed as part of that project. Include information on all certifications held by the inspectors and lab technicians and their length of time with the firm.
- v. Job classifications used on resumes must be the same as the job classifications used on (a) **Appendix H Appendix F**— Consultant / Sub-Consultant Staffing Roster, and (b) Consultant’s Billing Rate Schedule. Discrepancies may result in the Consultant being paid at the lowest of the discrepant rates.

**4. Team Qualifications** (up to 6 pages + Sub-consultants’ Staffing Rosters, Total Points: 10)

- a. List the Consultant’s teams (sub-consultants) by providing a brief and pertinent description of their capabilities, experience, and proposed roles for this contract.
- b. **Include the project team’s organizational chart and sub-consultants’ staffing rosters (See **Appendix H Appendix F**). Please provide a staffing roster for each consulting firm. No roster needed for laboratories.**

Note:

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