

ADDENDUM NO. 1

PROJECT: **Architectural & Engineering Services, RFQ 18-Q-A&E**

ISSUE DATE: January 29, 2018

BY: The Housing Authority of East St. Louis
700 North 20th Street
East St. Louis Illinois 62205

DOCUMENT DATE: February 7, 2018

PROPOSAL DUE DATE: **February 20, 2018 at 4:00 PM**

The following revisions, modifications, and/or clarifications shall apply to the Documents for this project.

The Proposal Due Date:

Remains the Same

Has Been Rescheduled

This addendum is issued before the execution of the contract to inform Contractors of revisions to the RFQ documents referenced above. This addendum is hereby made a part of the RFQ documents and shall be included in the contract.

The requirements contained in the RFQ documents shall apply to this addendum. The work called for in this addendum shall be the same as set forth in the applicable portions of the RFQ documents unless otherwise specified in this addendum. All incidental work necessitated by this addendum, as required to properly complete the work, shall be included in the RFQ even though not specifically stated in this addendum.

Changes/ Attachment:

- Proposals are due *February 20, 2018 at 4:00 PM*
- Please find copy of new Fee/Rate Proposal Form. Disregard two sheets within RFQ packet, Fee Schedule Form and Part A:(Proposer Amount) and Part B: (Fee Price Breakdown). They are being replaced with attached Fee/Rate Proposal Form.

Questions/Answers

- Q1. Will ESLHA consider selection of firms that perform services only for specific disciplines such as MEP/FP, or is the agency seeking only to work with a firm(s) that provides all of the requested services?
A1. ESLHA is seeking proposals that provide all requested services.
- Q2. Approximately how many firms does the agency desire to include in its pool of firms for task order projects?
A2. The agency desires to include two or more firms in its pool.
- Q3. Is a copy of the most recent PNA or GPNA report available for review?
A3. Yes, it can be reviewed at East St. Louis Housing Authority. (See address above)

- Q4. Has the agency already identified the projects that it intends to target in 2018?
- A4. Agency projects are based on its 5-year action plan which can be reviewed at East St. Louis Housing Authority. (See address above)
- Q5. How many copies of our qualifications would you like? On page 4 it asks for 1 original and 3 copies and on page 24 it asks for 1 original and 5 copies.
- A5. Please submit one (1) original and three (3) copies.
- Q6. On page 4 Section 1.8 it talks about the proposals and fee sheets, as well as required forms. It states that the required forms need to be marked "Proposal Documents". Do you want the required forms placed in the envelope with the fee proposal, or in a separate envelope from the qualifications and fee proposal?
- A6. Place new Fee Rate Proposal Form in a separate sealed envelope. Disregard two fee sheets within the RFQ packet.
- Q7. On page 8 Section 2.3 it asks for at least three current written letters of reference and on page 25 it asks for a listing with contact information for 3-5 references. Did you want letters of reference along with the reference listing information?
- A7. Provide listing with contact information for 3 to 5 references.
- Q8. On page 24 Proposal Submittal Requirements it is asking that we use tabs or dividers to mark each section. On pages 24-25 there is a listing of points "A-J" of information to be answered (Point F. is asking for the hourly rates) and at the bottom of page 25 there is another listing of points "A-H" that is asking for different information (points E-H are asking for required forms). Which Points would you like me to follow for the tab order and did you want me to include the required forms under a tab number(s) or placed in a separate envelope?
- A8. Provide new Fee Rate Proposal Form in separate sealed envelope.
Provide all requested items.
Some items may be listed on the "Checklist of Items to be Submitted", but they are all required documents.
- Q9. Also with the required forms, would you like the consultants to fill out all of the forms or just the prime?
- A9. Prime should complete required forms.

END OF ADDENDUM

