



PURCHASING

September 10, 2025

MEMO TO: Prospective Bidders
FROM: Kimberly Toon, Purchasing Manager
SUBJECT: **Addendum #2: RFQ-On-Call Professional Engineering Services for Watershed Planning Program**
DUE DATE AND TIME: **SEPTEMBER 25, 2025; 2:00 p.m.**

1. The Bid Documents are hereby modified per the attached Addendum #2 dated September 10, 2025. To include the following:

a. Question & Answer

2. The foregoing changes shall be incorporated in the Bid Documents, and a copy of the Addendum #2, signed by the Bidder, must accompany the Bid to indicate the Bidder's familiarity with the changes.

Question: Is the maximum of 50 double-sided pages total 100 pages overall?

Answer: Yes, the proposal would have a maximum of 100 pages overall.

Question: Do resumes count towards total page count?

Answer: No, resumes do not count towards the page limit.

Question: Can you clarify submission requirements? Does the submittal need to be both electronic and hard copies physically delivered in-person?

Answer: The submittal package should be physically delivered in-person.

Question: Should the electronic submission be emailed to kimberlytoon@fayettevillenc.gov?

Answer: No. The electronic submission should be provided on one (1) USB flash drive and included in the submittal package.

Question: If there is a physical delivery component, how many copies are needed?

Answer: Three (3) hard copies (double-sided pages) are requested.

Question: On page 6 of the RFQ the first paragraph references an electronic version (PDF) as well as a printed version of the submittal package required. Is this correct? If so, how many copies of the printed version are required?

Answer: Yes. Three (3) hard copies are requested. The electronic version should be on one (1) USB flash drive and included in the submittal package.

Question: We would like to request clarification regarding the 50-page limit described in the RFQ. The RFQ states on page 7 that proof of professional licensure in North Carolina may be included in the Appendix. Would such pages in the Appendix be counted toward the page limit?

Answer: Proof of professional licensure in North Carolina will not count towards the page limit.

Question: Is a digital version of the RFQ available for use in developing the proposal?

Answer: No. Please see the City of Fayetteville website.

Question: The RFQ states 50 double sided pages. Does that mean that respondents have 100 pages, or does the pdf need to be formatted in a specific way to show double sided pages?

Answer: The PDF needs to be formatted so that when printed the 50 pages are double-sided, for a maximum of 100 pages.

Question: Will the City consider granting an extension on the proposal submission to account for the large amount of information requested?

Answer: No.

Question: Do page limits change based on the number of categories a firm is submitting for, or is it 50 pages regardless of the number of categories being submitted for?

Answer: The maximum page limit is 50 double-sided regardless of the number of categories.

Question: If a firm is selected for Category C, and recommends CIP, does that exclude them from submitting on an RFP for that project?

Answer: No.

Question: Can firms submit 11x17 sheets for organizational charts, matrices, and tables?

Answer: No.

Question: Can the font size be smaller than 10 pt for tables, figures, and footers?

Answer: No. Requested font size is 10 or larger.

Question: Can the City confirm they want the rate chart within the ‘Organization of Consultant Team, Firm Capacity, and Workload’ section or as a separate document? If separate, does the rate chart count toward the page limit?

Answer: Include the standard hourly rate chart in the ‘Organization of Consultant Team, Firm Capacity, and Workload’ section. The rate chart counts toward the page limit.

Question: Is there a page limit to individual resumes or the number of resumes?

Answer: No.

Question: Can you define what is meant by ‘key management and staff personnel’ for whom the City is requesting resumes?

Answer: A resume should be provided for all team members with an identified role on the project.

Question: For the requirement of 50 pages double sided, does that mean that there is a total content of 50 pages in a double-sided format, meaning an actual 25 pages, or 100 pages of potential content double sided down to 50 pages?

Answer: The proposal would have a maximum of 100 pages overall, double-sided down to 50 sheets.

Question: Will the Project Understanding, Approach, and Schedule be scored per Scope Category?

Answer: Yes.

Question: Should the E-Verify/Other Provisions Form be completed and included in the responses as an exhibit?

Answer: No.

Question: Under Section 2 – Project Understanding, Approach, and Schedule, there are seven questions where responses are requested relating to the Scope of Work in Section 4. Since there are three possible categories, do these questions have to be addressed for each category independently, or can they be grouped?

Answer: Several of the questions may be answered on an “any or all” basis, while others will need to be addressed for each category. This decision is up to the proposer.

Question: Within the three categories there are multiple subcategories. If a firm were to only pursue portions of a category, can they do so if clearly stated and not be marked down for not addressing the entire category?

Answer: Yes. The intent of the on-call list is to have a pool of qualified consultants for individual sub-projects. Proposers may submit for portions of a category.

Question: Will you accept a single response for submissions that cover multiple scope categories, or is a separate response required per category?

Answer: Several of the questions may be answered on an “any or all” basis, while others must be addressed per category. This decision is up to the proposer.

Question: On Page 25; Exhibit 5: References requires five (5) references. Can the City of Fayetteville be listed as one of them?

Answer: Yes, the City may be listed. Clearly specify the project manager and specific project.

Question: Organization of Consultant Team, Firm Capacity and Workload Section: When referencing “titles,” are you referring to internal company titles or the roles for this project?

Answer: Title refers to the internal company title. Roles and responsibilities should also be specified.

Question: Does each team member need a unique title, or can multiple individuals be grouped under a generalized role such as “Watershed Modeling”?

Answer: This is at the proposer’s discretion. However, the City is interested in specific skill sets and roles (e.g., HEC-HMS, HEC-RAS, ICM, etc.).

Bidder Acknowledgement:

Bidder Name (Print): _____

Bidder Signature: _____

Date of Signature: _____