



**2024 Geotechnical Professional Services (RFQ)  
Solicitation Number: PS-00171**

**ADDENDUM 3  
April 24, 2024**

To Respondent of Record:

**CHANGES TO THE RFQ**

1. I. Project Information, B. Scope of Services, add the following paragraph after paragraph four (4):

*Mandatory CPMS training for consultant project manager and two required designated project team members that will be processing CPMS invoices. Consultants shall allocate two representatives for processing and review in CPMS. Consultant will not be issued work orders until all required CPMS training is completed.*

2. I. Project Information, B. Scope of Services, 2. Quality Assurance Reporting, add the following:

*q. All supporting report documentation shall be submitted in chronological order with a detailed invoice cover sheet for payments.*

*r. Monthly emailed statement spreadsheet is required at beginning of each month which shows previous months services rendered. Each statement shall include date, project name, Vendor name, work order #, SAWS job #, consultants Invoice #, Invoice amounts, billing period, invoice status, funding added, notes section. Exhibit of statement spreadsheet included.*

**END OF ADDENDUM**

This Addendum is one (1) page in its entirety with no attachments