



2023 ARCHITECTURAL SERVICES WORK ORDER CONTRACT (RFQ)
Solicitation No. PS-00144

ADDENDUM NO. 2
February 14, 2023

RESPONSES TO QUESTIONS

- 1. No questions were received for this solicitation

CHANGES TO THE RFQ

- 1. Cover Page of RFQ, remove the deadline date and replace with the following:

Deadline: February 28, 2023, at 3:00 p.m. (CST)

All other items shall remain the same

- 2. Revision of Addendum 1, Under Section Changes to the RFQ, Number 1, Table of Contents, Section Attachments remove in its entirety and replace with the following:

Attachment I Evaluation Criteria Details and Requirements..... 13
Attachment II Example Project Page and Project Resume .....17
Submittal Response Checklist ..... 19
Respondent Questionnaire – Addendum 1..... 20
Exhibit A – SAWS Standard Insurance Requirements..... 24
Exhibit B – Good Faith Effort Plan ..... 29
Exhibit C – Conflict of Interest Questionnaire ..... 32
Exhibit D – Security Procedures ..... 34
Exhibit E – Sample Contract (Review Only)..... 38

All other items shall remain the same

- 3. Section I. Project Information, A. Objective, remove paragraphs three (3) and four (4) and replace with the following:

The estimated budget for this professional architectural services Work Order Contract is \$260,000.00. Only one firm will be selected by SAWS. The contract term will be for two (2) years, and funding will be broken out annually. The Work Order Contract will also include the option to extend for up to three (3) successive (1) year terms as needed and approved.

- 4. Section D. Estimated Timeline remove SOQs due date and replace with the following:

February 28, 2023, by 3:00 p.m. CST .....SOQs Due

All other items shall remain the same

5. **Revision of Addendum 1, Under Section Changes to RFQ, Number 3, IV. Submitting a Response, C. Response Format, 4. Response to Evaluation Criteria and Required Forms insert the following:**

See Attachment II Example Project Page and Project Resume to reference when creating resumes and project pages for this RFQ.

All other items shall remain the same

6. **Revision of Addendum 1, Under Section Changes to RFQ, Number 4, In the RFQ, insert Attachment II Example Project Page and Project Resume** after Attachment I Evaluation Criteria Details and Requirements and before Submittal Response Checklist.

<b>END OF ADDENDUM 2</b>
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This addendum is four (4) pages in its entirety.

Attachments:

Attachment II Example Project Page and Project Resume (2 pages)

**Attachment II**  
**Example Project Resume**

When providing Resume and Project pages it is imperative to include all information as required in the Evaluation Criteria Details and Requirements. The examples below are provided only as a reference and, while not intended to be copied for exact design style, these may be used as a template, to ensure all fields are included. If all required fields are not included, the Respondent is at risk for being rejected due to non-responsiveness.

<p><b>Jane Doe, AIA</b> <b>Project Manager</b></p>	<p><i>Area for name and title of proposed personnel</i></p>	<p><i>Name of firm and/or firm logo (optional)</i></p>
<p><i>Area for photo (optional)</i></p>	<p><i>Overview of professional experience</i></p>	
<p><b>Proposed role :</b> _____</p> <p><b>Years in proposed role:</b> _____</p> <p><b>Years with Firm:</b> _____</p> <p><b>Total years experience:</b> _____</p> <p><b>Education :</b> <i>(include graduation year and university )</i></p> <p><b>Additional licensures and certifications:</b> _____</p>	<p><i>List of completed Projects , with completion dates and budgets, and indicate the role the person held on each project</i></p>	
<p><i>Blank areas may be filled in with graphics or photos of person's project work (optional)</i></p>		

**Attachment II**  
**Example Project Page**

**XYZ building**  
**ABC industries**  
**Anywhere, USA**

*Area for name of  
Project , client or  
company and location*

*Name of firm  
and/or firm logo  
(optional)*

*Area for Project photo(s) or renderings  
(optional)*

**Year complete:**\_\_\_\_\_

**Client's POC or Owner  
Representative and contact  
information:**\_\_\_\_\_

**Initial Owner  
Budget:**\$\_\_\_\_\_

**Contract value:  
Construction:** \$\$\_\_\_\_\_

**Completed Construction cost**  
\$\_\_\_\_\_

*Description of project-  
including scope and size*

*Explanation of your  
firm's role in estimating  
and explanation of any  
variances between  
initial, contract and final  
construction costs*

*List key personnel who led this project,  
and CLEARLY INDICATE their title,  
their specific tasks on the Project, and  
whether they are proposed to  
participate in  
this work order for this RFQ submission*