



Steven M. Clouse WRC Biogas Production and Marketing Evaluation Study (RFQ)
Solicitation Number: PS-00173

ADDENDUM 1
May 1, 2024

To Respondent of Record:

RESPONSES TO QUESTIONS

NO QUESTIONS WERE RECEIVED FOR THIS SOLICITATION

CHANGES TO RFQ

1. **Page 7, Section IV. Submitting a Response, B. Submission:** Remove and replace Subsection 3 in its entirety with the following:

3. Responses are limited to a maximum of **seventeen (17)** pages per proposal. Required forms do not count toward the page limit. Required forms are the Submittal Response Checklist, Respondent Questionnaire, Evaluation Criteria Forms, W-9 form, Insurance requirements, Good Faith Effort Plan and the Conflict-of-Interest Questionnaire. The cover page and tabs do not count towards the page limit. Number each page starting with the cover letter, including text charts and graphic images.

All other items in this section shall remain the same.

2. **Page 9, Section V. Other Required Documents to Submit, B. Exhibit B- Good Faith Effort Plan (GFEP):** Remove and replace Subsection (2a) in its entirety with the following:

- a. SBOP Scoring Method: Up to 15 Points (by percentage) may be earned for meeting or exceeding the stated SBOP goal. SBOP Points will be assessed on a tiered scale.

Example: 18% SBOP Goal

SMWBs' Participation between 1.00% - 9.99%: Two (2) Points

SMWBs' Participation between 10.00% – 14.99%: Five (5) Points

SMWBs' Participation between 15.00% - 17.99%: Ten (10) Points

SMWBs' Participation meeting or exceeding 18.00%: Fifteen (15) Points

All other items in this section shall remain the same.

3. **SUBMITTAL RESPONSE CHECKLIST** is removed in its entirety and replaced with the revised version attached to this addendum. This revised checklist shall be used by Respondents when submitting a proposal for this RFQ.

END OF ADDENDUM

This Addendum is three (3) pages in its entirety with one (1) attachment.

Attachment:

Revised Submittal Response Checklist (1 page)

Addendum 1: SUBMITTAL RESPONSE CHECKLIST

Project Name: Steven M. Clouse WRC Biogas Production and Marketing Evaluation Study (RFQ)

Firm Name: _____

Use the checklist to ensure that the proposal is complete by checking off each item included with your response. Sign and date this form and include this page with each proposal.

- Respondent Questionnaire
- Completed and signed W-9 Form, and include email address or fax number
- Team Experience and Qualifications
 - Organizational Chart – 1 page
 - Resumes – 5 pages
 - Team Composition – 1 page
 - Attachment III - Evaluation Criteria Forms Respondent and Sub-consultant Roles Table
 - Attachment III - Evaluation Criteria Forms Key Personnel and Availability Table
- Similar Projects and Past Performance
 - Attachment III - Evaluation Criteria Forms Similar Projects and Past Performance Tables
- Project Understanding and Approach
 - Project Approach – 5 pages
 - Project Implementation Schedule – 1 page
 - Responses to Project Details – **3 pages**
 - QA/QC Strategies - 1 page
- Copy of Current Certificate of Liability Insurance or Letter from Insurance Agent
- Exhibit B – Good Faith Effort Plan
- Exhibit C – Conflict of Interest Questionnaire

I certify that the proposal submitted includes the items as indicated above.

Signature

Date

Printed Name

Title