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September 6, 2022

**TO:** All Prospective Bidders  
**FROM:** Trent Ensley, Procurement Manager  
**SUBJECT:** **ADDENDUM NO. 1**  
**PWC2223004 – RFQ PHASE V ANNEXATION AREAS 30,31 & SOUTH SECTIONS 1**

1. The Specifications and Bid Documents are hereby modified or clarified per the attached documents.
2. The foregoing changes or clarifications shall be incorporated in the original Bid Documents and a signed copy of this Addendum No. 1 shall accompany the bid to acknowledge the bidder's receipt and familiarly with the changes and/or clarifications.

TE:tke

Acknowledgement:

Company\_\_\_\_\_

By\_\_\_\_\_

Date\_\_\_\_\_

Phase V Annexation, Construction Areas 30, 31, & 33 South Section I  
Pre-Submittal Conference  
August 25, 2022, 2:00pm  
Microsoft Teams Meeting

Agenda:

1. Welcome and Introductions – A.J. Riddle welcomed attendees to the Phase V Annexation Areas 30, 31, & 33 South Section I pre-submittal conference. In attendance, Shelby Lesane (PWC), Jeff Reitzel (MKR), Mark Fisher (McKim and Creed), A.J. Riddle (PWC), Garrett Smith (PWC), and Liz Vasser (PWC).
2. Project Overview – A.J. Riddle provided an overview of the areas in the project area.
  - a. Area 30 – Green Briar Lake, McArthur Road/Ramsey Street, Carver Falls, Cedar Falls, Ramsey Street
    - i. Approximately 16,770 LF of Sewer Main and 233 lots to be served
    - ii. Approximately 10,645 Water Main and 96 lots to be served
  - b. Area 31 – Northwood Estates, Raynor Drive, N. Plymouth Street, Gillespie Street
    - i. Approximately 21,530 LF of Sewer Main and 205 Lots to be served
    - ii. Approximately 5,655 LF of Water Main and 26 Lots to be served
  - c. Area 33 South Section I – McDougald, Springdale, Forest Lakes, Scottish Place
    - i. Approximately 16,100 LF of Sewer Main and 155 Lots to be served
    - ii. Approximately 2,300 LF of Water Main and 19 Lots to be served
3. Proposal Items
  - i. Questions due by 5:00 p.m., September 2, 2022
  - ii. Submit in writing to Shelby Lesane, Procurement Advisor
  - b. Proposals are due by 5:00 p.m., Friday, September 16, 2022
    - i. Hand delivery is an option, but all proposals should be marked appropriately and brought to Shelby Lesane's attention. If dropped off at the guard's desk, then it is recommended that the guard is aware it is for Shelby to ensure it is taken directly to her office.

- ii. If utilizing a mail delivery option, please use a method that includes tracking.
    - iii. Any late submittals will not be accepted.
  - c. Proposals shall not exceed **25 pages**
    - i. Cover letter does not count towards the page limit
    - ii. Certificate of Insurance does not count towards the page limit
    - iii. Page limit includes tabs, dividers, double-sided pages are counted as two pages
    - iv. Any promotional literature, brochures, etc., will count towards the page limit
  - d. Expected Schedule
    - i. Notice to Proceed expected January 2023
    - ii. 60% Design to PWC by September 2023
    - iii. Design Complete by February 2024
    - iv. Easement Acquisition to begin in September 2023
    - v. Construction Schedule TBD – PWC will shelve the projects after easement acquisition, with items such as permitting, encroachments, driveway permits, and erosion control permits to be obtained when the project is prepared to go to bid.
  - e. Qualifications and experience
    - i. Experience in large scale design of water and sewer projects in existing developed areas
    - ii. Experience in sewer and water retrofit projects
    - iii. Preparation of design plans under accelerated schedules
    - iv. Previous experience working with team members
    - v. Focus on qualifications and experience in this type of design. A detailed design is not required at time of submittal.
- 4. PWC project personnel will be A.J. Riddle (Project Engineer), Garrett Smith (Engineering Specialist), and Liz Vasser (Administrative Assistant)
- 5. Questions
  - a. Does the cover letter not count towards the page limit in the Statement of Qualifications? Is this the cover itself or just the cover letter?
    - A.J. Riddle answered that the cover and cover letter will not count towards the page limits.
  - b. May the firms receive a copy of the agenda and outline?
    - A.J. Riddle stated that a copy of the agenda will be provided.
  - c. PWC will provide the estimates of the project areas to the firms selected to perform the engineering and construction administration during the negotiations of service agreements.
- 6. Adjourn