



City of Sedona Community Development Department

Engineering Services

102 Roadrunner Drive Sedona, AZ 86336

(928) 204-7111 • Fax: (928) 282-5348

To Whom It May Concern:

The City of Sedona, Arizona is issuing **Addendum # 1** to the RFQ as originally issued at the time of solicitation for SOQ's for the **Uptown SR 89A Roadway and Pedestrian Access Improvements Project**. For any submission to be considered responsible and responsive, receipt of this addendum must be acknowledged.

As specified in the Instructions to Respondents this Addendum upon issuance has become a part of the Request for Qualifications.

This Addendum contains 2 pages including this page.

This Addendum changes the following:

- 1) Page 8 of the RFQ shall be replaced with the enclosed page. This corrects the dates of the Pre-submittal Conference and the SOQ due date.**

ACKNOWLEDGEMENT

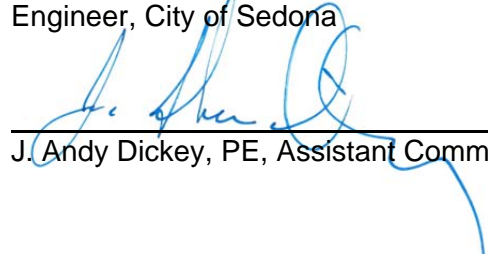
I have received addendum # 1 for the **Uptown SR 89A Roadway and Pedestrian Access Improvements Project - RFQ** as described above, and acknowledge it as part of the Contract Documents for the project.

Signature

Date

Print Business Name

Addendum # 1 issued by J. Andy Dickey, PE, Assistant Community Development Director/City Engineer, City of Sedona



J. Andy Dickey, PE, Assistant Community Development Director/City Engineer

4/02/15
Date

J. Andy Dickey, Assistant Community Development Director/City Engineer
City of Sedona
Community Development Department
Engineering Services
108 Roadrunner Drive
Sedona, Arizona 86336
c/o Donna Pflueger

See map of City Hall Complex, on City website here,
www.sedonaaz.gov/Sedonacms/index.aspx?page=92

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of submittal by the specified cut-off date and time
- The number of originals and/or copies of the submittal specified
- Adherence to maximum page requirement
- Submittal of Performance Questionnaires (3 minimum)
- Deposit of submittal in correct location
- **Cost information is not to be included in this submittal**

Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information. Resumes should not include project picture.

SECTION VI - SELECTION PROCESS AND SCHEDULE

A Selection Committee will evaluate each SOQ according to the criteria set forth in Section IV above. The City may perform a due diligence process on the firm(s) receiving the highest evaluation on these SOQs. A final shortlist of at least three and not more than five firms will be determined based on ranking. No interview will be included in this process.

At the conclusion of the selection process, each of the rated elements for each firm will be evaluated to determine the Best Qualified for the project. The City will enter into negotiations with the top selected firm and execute a contract upon completion of negotiation of fees and contract terms for City Council approval.

The following tentative schedule has been prepared for this project. Firms interested in this project must be available on the interview and scope meeting dates.

| | |
|------------------------------|---------------------------|
| Pre-submittal conference | April 10, 2015 at 2:00 PM |
| SOQs due | April 17, 2015 at 2:00 PM |
| Firms notified for interview | TBD |
| Interview | N/A |
| Scope Meeting | TBD |

If the City is unsuccessful in negotiating a contract with the top selected firm, the City may then negotiate with the second or third most-qualified firm until a contract is executed as specified in ARS 34-603, or may decide to terminate the selection process.