

## PRE-BID ADDENDUM NO. 1

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Project Bid: RFQ – AIRPORT ENGINEERING SERVICES

Bid Date: August 30, 2011

Time: 1:30 p.m.

Opening: City Clerk's Office  
320 W. Broadway Street  
Mt. Pleasant, MI 48858-2447

Addendum Issued By: Division of Public Works

Date Issued: August 23, 2011

Intent:

1. Page 3 of RFQ, paragraph beginning with '3. Project Team': the last sentence beginning with "Hourly rates . . ." is hereby expunged from the document.
2. The Request for Qualifications document, in its final form, shall be included in copy form within each of the five copies of the Qualification packages submitted for this project.

Bid Proposal: No change

Specifications:

1. Page 3 of the RFQ is hereby replaced with the revised page 3, attached. The submitter shall remove the current page 3 of the RFQ: Airport Engineering Services, and replace with the revised page 3 that is part of this Addendum.
2. The submitter shall include a copy of the RFQ: Airport Engineering Services, in its final form, in each of the five copies of the Qualification packages submitted for this project.

1. **Corporate Profile:** Describe on one page the background of your company and why it is qualified to provide the requested services for the City of Mt. Pleasant.
  2. **Understanding of the Project:** Describe in four pages or less your understanding of the project including a brief overview of your plan on accomplishing the services being requested by the City of Mt. Pleasant.
  3. **Project Team:** Describe the qualifications of the key person(s) who will be responsible for providing the requested services. Resumes for key person(s) are required. (Limit resumes to two pages for each key person listed).
  4. **Experience:** Provide evidence of similar past experience that demonstrates your ability to successfully provide the services being requested in this RFQ. Include names and contact information from past projects for reference purposes.
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### **FEE NEGOTIATIONS**

After awarding the contract to the successful firm, the City of Mt. Pleasant will negotiate a lump-sum fee for required services on a project-by-project basis. If the City of Mt. Pleasant and the successful firm cannot agree on a firm cost, the City will solicit a fee from the next highest-scored firm. The City requests to be billed on a monthly basis for any services provided.

### **INSURANCE REQUIREMENTS**

The design professional shall not begin any work under any contract until it has obtained the required insurance, and the City of Mt. Pleasant has approved such insurance. The successful firm shall not allow any subconsultant to commence work on its contract until all similar insurance required of the consultant has been so obtained and approved. Insurance requirements include:

- Workers Compensation Insurance including Employers Liability Coverage in accordance with all applicable statutes of the State of Michigan.
- Commercial General Liability Insurance on an “occurrence basis” with limits of liability not less than \$3,000,000 per occurrence and or aggregate combined single limit, personal injury, bodily injury and property damage.
- Professional Liability Insurance for the life of the contract with limits of liability not less than \$5,000,000 per occurrence and/or aggregate combined single limits, and errors and omissions.