

TO: ALL POTENTIAL SUBMITTERS

FROM: NINA ALEXANDER, BUNCOMBE COUNTY PROCUREMENT AGENT

SUBJECT: MASTER AGREEMENT FOR ON-CALL ENGINEERING/PLANNING SERVICES

The following changes, revisions, additions, and/or clarifications to the plans and/or specifications are hereby made a part of the original documents.

Addendum # 1

The following questions were asked by potential bidders:

1. RFQ states, "All submittals must contain the following information and follow the prescribed format: Qualifications of Applicants, References, and Project Management. However, the evaluation score sheet is labeled and ordered differently, as follows: Company experience, Project Management, and References." Which structure would the County prefer for us to follow in our proposal?
 - a. **Please include all requested information in electronic format by the due date and specified time. PDF is preferred. Firms may determine the order in which the information is presented.**

To be clear, the County does not request a proposal containing solutions or a specific approach to this project. Rather, we request a Statement of Qualifications to determine the best qualified firm(s) to perform the required work.
2. Can prospective responders visit the landfill and facilities?
 - a. **A site visit is not planned during the qualifications phase. We request that your firm submit a Statement of Qualifications based on the information provided in the RFQ.**
3. Do transmittal letter, appendices' divider pages and back cover count towards the 40-page limit?
 - a. **The cover letter should be included as part of the 40-page limit. Per Section V, Cover Page, Table of Contents, and Appendices are excluded from totals. The Appendices' divider pages and page cover are excluded. Based on your question, the transmittal letter is likely the cover letter, not the cover page and should be included in the total page count.**
4. Would Buncombe County Solid Waste consider the experience and technical expertise for more than the 5 sites whose references are provided?
 - a. **Please provide the top 5 sites for us to consider.**

5. Within Section V: REQUIREMENTS FOR SUBMISSION and FORMAT, can you provide guidance as to what sections and sub-sections are required? Our initial interpretation is that we should provide a proposal broken down in three sections: Qualifications, References, Project Management with supporting sub-sections as we see fit.
 - a. **Section V states the required sections, provide supporting sub-sections for these 3 sections as you see fit.**