



## ***Purchasing Division***

**REQUEST FOR QUALIFICATIONS:** Ogden Airport Terminal Remodel

**ADDENDUM NO.** 1

**DATE:** August 11, 2023

This addendum is issued to modify the previously released solicitation documents and/or given for informational purposes. It is hereby made part of the RFP document.

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The following addendum shall be made available to all interested parties on the Ogden City Purchasing website:

Question 1. On page 5 of 10, we are required to “fill out the two included forms.” No forms are included with the RQF document. Please specify what forms are to be included, and where to find them.

Answer 1: Delete item 9 of Section II. Prequalification Application Content. Explanation: No forms are required in the submittal of a proposal. In other parts of the RFP, a Business Confidentiality Claim Form and a GRAMA request form are optional forms that can be submitted by the proposer.

Question 2. On page 5 of 10, the prequalification application content states that we are to “submit two (2) reference projects completed within the last three years on the form supplied or answering all the information requested on the reference form attached.” This form was not included with the RFQ document. Please indicate where we can find that form.

Answer 2: Change item 10 of Section II. Prequalification Application Content as follows: “Contractor shall submit two (2) reference projects completed within the last three years with a minimum of the following information: Project Name, Name of Owner with contact information, Type of Construction, Project Size in SF, Final Construction Cost, Cost of Change Orders, a basic description of spaces, short description of any unique features, describe any challenges, name of Superintendent and Project Manager.



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Question 3. On page 5, the RFQ requests us to provide a “list of projects with similar requirements and use of materials performed by the firm.” Is this separate from the two reference projects completed within the last three years that is previously referenced?  
Answer 3: Yes, this is just a list of similar projects, but can include the 2 reference projects listed earlier.

Question 4. Page 5 of the RFQ states to provide a “List of Qualifications.” Can you please provide guidance as to what qualifications we are being asked to present there?  
Answer 4: Describe your firm and how many employees, number of superintendents and project managers, bonding capacity, years in business, any self-perform work typically provided, any special equipment owned by the company.

Question 5. Page 6 of the RFQ requests that we provide a copy of our safety program. Please confirm that the safety program is outside of the 10-page limitation.  
Answer 5: If your safety program cannot be explained within the body of the proposal, you may submit a single copy with your proposals, but not more than 10 pages.

Question 6. Page 6 requests that we provide a bid schedule. Please clarify this requirement – is this to be a schedule showing a timeline of activities, or a pricing schedule? In either case, please provide additional details on the scope of work and/or drawings so that we can accurately prepare a bid schedule.

Answer 6: Delete the requirement to provide a bid schedule.

Question 7. Would Ogden City accept an electronic/email submission of our submission in lieu of the five requested copies in a sealed envelope?  
Answer 7: We will be unable to accept an emailed (electronic) submission. This method does not keep the integrity of the submittal. Ogden City Purchasing will not accept faxed or emailed proposals/bids. Hope this makes sense. I will update the response.