



**CITY OF ELK GROVE
DEPARTMENT OF PUBLIC WORKS**

**Request for Qualifications for
On-Call Project Management Services
ADDENDUM NO. 1
May 16, 2024**

TO ALL PROSPECTIVE PROPOSERS:

Please incorporate the following revisions as part of the subject Request for Qualifications document for the subject Project.

- 1. Replace the SOQ Evaluation Criteria table found on page 4 of the Request for Qualifications with the following:**

SOQ Evaluation Criteria		
Category	Description	Points
Architectural/Engineering Team Capabilities	Project Manager (PM) and team members shall possess a proven history of successful delivery of public works projects or programs of similar size/complexity, shall be directly involved for the full duration of the contract, shall be organized, effective communicators, responsive and collaborative, able to ensure Quality of all Work products and shall demonstrate ability to explore innovative strategies. Project team shall be streamlined, experienced in rapid delivery of architectural or engineering studies, documents, and PS&E, experienced in delivering quality products and capable of delivering all services identified in their SOQ.	25
Public Agency/Federal Aid Project Experience	Recent and relevant experience by the PM and team members with City, State and Federal projects and procedures, including State and Federal grant procedures.	25
Understanding & Approach	Comprehensive understanding, identifying critical issues with corresponding solutions and thorough understanding of the delivery process including providing a very detailed approach. Project approach that includes assignment, understanding, and	15

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	organization of tasks, understanding of interrelationship of critical tasks, and key strategies for success.	
Recent Experience with Similar Work	Examples of projects similar in scope and complexity and completed in the last five (5) years by the Consultant and team members.	15
Professional Capacity & Location	Key personnel are available, committed to the project and located within 50 miles of the City's Public Works office.	5
DBE, WBE, MBE Participation	Participation of DBE, WBE, and MBE firms	5
SUBTOTAL FOR SHORTLIST		90
References	Key Personnel have demonstrated adherence to schedule, quality, and budget.	10
SUBTOTAL OF SOQ POINTS		100
Interview Evaluation Criteria (if applicable)		
Project Manager & Staff	Project understanding, approach, and communication abilities.	15
Questions and Answers	Response to panel's questions.	15
SUBTOTAL OF INTERVIEW POINTS		30
TOTAL		130

The City sends addendum electronically only.

*****PROPOSAL DUE DATE HAS NOT CHANGED*****

Approved By: Travis Kuhn Dated: 5/16/2024 | 1:17 PM PDT
 Travis Kuhn, Senior Civil Engineer

Acknowledged By: _____ Dated: _____
 Consultant's Signature

Consultant's Name (Printed): _____

The remaining provisions of the RFQ issued May 9, 2024, remain unchanged. In the event of a conflict between this addendum and the previous version(s), this addendum takes precedence.

ACKNOWLEDGEMENT OF ADDENDUM NO. 1 MUST BE INCLUDED WITH STATEMENT OF QUALIFICATION.