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**ADDENDUM NO. 1**

**Date:** August 30, 2023

**Owner:** Division of Public Works  
502 N. 4th Street  
Boise, ID 83702

**Project:** Regional Architectural and Roofing Small Projects, Statewide RFQ

**No. of Pages:** 2

**NOTICE TO ALL RESPONDERS**

You are hereby notified of the following clarifications of and/or revisions to the Request for Qualifications for the above referenced project.

**THIS ADDENDUM** is hereby made a part of the project requirements and contract documents for referenced project.

**BE SURE** to acknowledge this Addendum No.1 in your RFQ Submittal package cover letter.

**ITEM NO.**

1. **SUBMITTALS:** Submit two (2) bound copies and one (1) USB flash drive **for each region** at the time and place specified. **A cover letter** shall clearly identify the point of contact regarding the submittal, with e-mail address and phone number listed. Failure to identify a point of contact may render submittal non-responsive.
2. **Responses to questions:**

Question #1:

The RFQ is clear in requiring separate submittals for each region. In past submissions, we've updated the cover and cover letter and submitted the required printed and digital copies for each region. Can you please clarify whether that's the intent again or is your team expecting a completely different set of write-ups for Section C for each region?

Answer #1:

It is up to the discretion of the responder which content that they include for each region they are submitting content for.

Question #2:

Can you please confirm which section staff resumes are required? Section A Basic Qualifications states that *“Individual and/or Company resumes ... may be included.”* Section B Specific Qualifications requires us to, *“List the team expected to accomplish the work. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and supply their qualifications.”* The last part, *“supply their qualifications,”* has been interpreted by some on our team as expecting a resume.

Answer #2:

Section A. Basic Qualifications is intended to provide basic data. It is up to the discretion of the responder how much detail they would like to include in this section, including resumes, etc. Section B. Specific Qualifications is intended to provide specific information about the team. The information can be in any format, including a resume.

Question #3:

Section B states to provide at least five (5) projects. Can you please clarify whether projects in process are acceptable?

Answer #3:

The RFQ states to list projects that illustrate the ability to complete small projects of this scope.

Question #4:

Do you want copies of licenses provide by IDOPL or is a license number sufficient?

Answer #4:

A license number is sufficient.

Question #5:

What staff members do you expect to see licenses for?

Answer #5:

The team that is expected to accomplish the work. This does not need to include outside consultants, such as Mechanical, Electrical, or Plumbing engineers outside of your firm.

Question #6:

Section C. A number of the questions require information on a specific project. Is your team expecting additional project sheets in this section, or only in Section B.

Answer #6:

Additional project sheets are not required.

Question #7:

There is a minimum 11-point font requirement. Are there any restrictions on the font itself, or just the size?

Answer #7:

There are no other restrictions.

Question #8:

Are we to include consultants in our submission?

Answer #8:

Section B states, "List the team expected to accomplish this work". No consultants (including, but not limited to, Mechanical, Electrical, Plumbing, or Engineers) should be included in the submission. This section should include only members of the submitting firm expected to work on DPW projects.

**\*\*\*END OF ADDENDUM NO. 1\*\*\***