

**TAMPA-HILLSBOROUGH COUNTY  
EXPRESSWAY AUTHORITY**

**Addendum No. 1**

**FOR**

**Request for Proposals (RFP)**

**General Engineering Consultant Services**

**RFP O-00121**

## **ADDENDUM NO. 1**

PROJECT NAME: **General Engineering Consultant Services ~ RFP O-00121**

DATE OF ADDENDUM: April 2, 2021

### **PLEASE NOTE THE FOLLOWING REVISIONS TO THE RFP:**

Section B; 2.1 should state:

#### **RESPONSE PACKAGE:**

Qualified Respondents must submit a Letter of Interest to [Man.Le@tampa-xway.com](mailto:Man.Le@tampa-xway.com) by the time and date indicated as the Response Deadline. ~~Letters of Interest will be submitted as an attachment to an E-mail. Respondents should receive an e-mailed Return Receipt acknowledgement within 2 hours of submittal to the indicated response address. If a Return Receipt acknowledgement is not received by the Respondent within two (2) hours, or by the time and date due, please call the advertisement contact (within normal business hours) to verify the THEA's receipt of your e-mailed Letter of Interest.~~

**Physical proposals are required for the Response Package:** One (1) original plus four (4) copies of your response as well as one (1) digital storage media (i.e. CD, DVD or USB Drive)

Section B; 2.1; 2, should state:

#### **2. Step 1: Letter of Interest –**

The Letter of Interest shall contain the following:

- a. Solicitation/RFP number
- b. Consultant's name and address
- c. Proposed responsible office for consultant
- d. Contact person, phone number and Internet E-mail Address
- e. Statement regarding prequalification of consultant or proposed subconsultants in advertised type(s) of work
- ~~f. Proposed key personnel and their proposed roles (do not include resumes)~~
- f. The six page limit does not include Organizational Chart, Resumes, and Forms**
- g. Organizational chart (*not counted in maximum of **six (6)** 3 pages requirement*)
- h. Include one-page resumes for the Project Manager and the key active participants of Respondent's team.**
- i. Subconsultant(s) that may be used for the services engagement
- j. Indication as to whether the prime Respondent and/or subconsultants are disadvantaged business enterprises (DBE) or Small Businesses
- k. Approach to provide the Scope of Services and Understanding of Critical Issues
- l. Relevant experience -similar type of work experience
- m. Responses to Written Questions

**Respondents MUST** acknowledge receipt of this Addendum/Letter of Clarification by signing, dating and returning the completed Acknowledgement of Receipt of Letter of Addendum/Clarification form **with Respondent's proposal**.

All other items, conditions, and specifications in the procurement document not specifically changed by the Addendum remain unchanged.

Please send all questions to THEA's Procurement Manager, Man Le, via email at [Man.Le@tampa-xway.com](mailto:Man.Le@tampa-xway.com).

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM and/or LETTER OF CLARIFICATION**

Were Addenda issued on this Solicitation?

Yes

No

Were Letter of Clarification issued on this Solicitation?

Yes

No

I (We) hereby acknowledge receipt of the following Addendum/Addenda issued in reference to this solicitation by listing the Addenda by number, date and signing the form:

Addendum \_\_\_\_\_ Date: \_\_\_\_\_

Addendum \_\_\_\_\_ Date: \_\_\_\_\_

Letter of Clarification \_\_\_\_\_ Date: \_\_\_\_\_

Letter of Clarification \_\_\_\_\_ Date: \_\_\_\_\_

**BIDDER:**

By: \_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Printed Name of Signer

\_\_\_\_\_

Title of Signer

\_\_\_\_\_

Date Signed

**[END OF ACKNOWLEDGMENT OF RECEIPT FORM]**