



Lexington-Fayette Urban County Government  
DEPARTMENT OF FINANCE & ADMINISTRATION

Jim Gray  
Mayor

William O'Mara  
Commissioner

**ADDENDUM #1**

RFP Number: **#47-2014**

Date: August 25, 2014

Subject: **Town Branch Flood Plain Analysis**

*Please address inquiries to:*  
Theresa Maynard (859) 258-3320

**TO ALL PROSPECTIVE BIDDERS:**

**Please be advised of the following clarifications to the above referenced bid.**

- **See attached list of Questions and Answers**
- **Related Experience Charts, Attachments #3 and #4 attached in Excel format for vendor convenience**

Todd Slatin, Director  
Division of Central Purchasing

All other terms and conditions of the bid and specifications are unchanged. This letter should be signed, attached to and become a part of your bid.

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**SIGNATURE OF PROPOSER:** \_\_\_\_\_

Questions & Answers RFP #47-2014

1. If resumes for key personnel are included, do they count in the 20 page (max) limit?

ANSWER: Yes. However, to be clear, the 20 page limit does not include the required forms and paperwork as described in pages preceding the Scope of Engineering Services (which begins on Page 34 of the RFP).

2. Relative to the **Related Projects Chart** included in the RFP, is "Client Contract" supposed to be "Client Contact" (i.e. simply a typo) or do you really want the contract number?

ANSWER: This is a typo. Please enter the name of your client's primary contact for the referenced project.

3. Relative to the **Related Projects Chart** included in the RFP, please clarify what is meant by "% Contribution" for the Project Manager, Lead Project Engineer, and Other Key Personnel.

ANSWER: Specifically, we want to see what type and degree of involvement your personnel had on your referenced projects. Estimate the percent of overall work product they performed (Percent of overall billing is probably the easiest way to approach this.). An example might look like:

Project Manager	Wilma Waters	% Contribution – 20%
Lead Project Engineer	(blank)	% Contribution (blank)
Other Key Personnel	(blank)	% Contribution (blank)

In this case Wilma was the only employee of yours involved in that particular project who will be assigned to the Town Branch project.

Another example might look like:

Project Manager	(blank)	% Contribution (blank)
Lead Project Engineer	Sam Storm	% Contribution – 40%
Modeling Engineer	Ricky Rivers	% Contribution – 25%

In this case, the project manager for that particular project was someone else who will not be assigned to the Town Branch project. However, the other two employees will be assigned to the Town Branch project, and have experience you feel is pertinent. You may use descriptive titles like "Modeling Engineer", even if that's not their official title. In this instance, their role and function with respect to the cited project is more important to us than their official title.

The spreadsheets for these charts are now attached to this Addendum and available for download in Excel Format for vendor convenience.