

Addendum #1

12/12/2024

To all respondents:

Responses are being issued to questions received by Navigate Building Solutions:

Questions: The RFQ references a Submittal of Qualifications and a 10 page Letter of Interest.

1. Is there a form that the City would like filled out for the Submittal of Qualifications?
 - a. If no, there seems to be some overlap between the items outlined for the Letter of Interest and the Statement of Qualification (RSMo 8.285 through 8.291). Would you like responses in both places? If yes, can you please provide the form?
2. For Letter of Interest
 - a. Resumes are requested for key staff and subconsultants. Are resumes excluded from the 10 page count?
 - i. Does a cover (since this is a hard copy submittal) count into the 10 page count?
 - b. Does a Cover Letter count in the 10 page count?
 - c. Does information requested, such as professional liability claims, proof of prequalification with MODOT, references count into the 10 page count?

Responses:

1. There is no standard form that is required for the Statement of Qualifications (SOQ). The SOQ can be in the form of a brochure or other format which outlines the qualification of the firm's employees and recent past experience in similar work. (See Missouri Revised State Statute Chapter 8 Section 8.289).
 - a. It is required that your firm's Statement of Qualifications (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest or be on file with the City of Warrensburg. For overlapping requirements between the LOI and SOQ, please include information in the SOQ.
2. For Letter of Interest
 - a. Resumes can be included in the SOQ and will fall outside of the 10 page limit for the LOI.
 - d. The Cover Page in a hard copy submittal does count in the 10 page limit.
 - e. The Cover Letter does count in the 10 page limit.
 - f. Information requested such as professional liability claims, proof of prequalification with MODOT and references should be included in the SOQ and fall outside of the 10 page limit for the LOI.

End of Addendum