

**NOTICE TO ALL PROPOSERS**

**ADDENDUM NO. 2**

**TO THE REQUEST FOR QUALIFICATIONS FOR**

**AS NEEDED PROFESSIONAL SERVICES  
ARCHITECTURAL, STRUCTURAL, MECHANICAL, AND ELECTRICAL ENGINEERING**

**October 1, 2025**

The following Addendum dated October 1, 2025, shall be made a part of the Request for Qualifications (RFQ) dated September 9, 2025, for As-Needed Professional Services for Architectural, Structural, Mechanical, and Electrical Engineering.

**CHANGES TO DOCUMENTS**

1. Under Section V, 3. B. Availability and Commitment of Qualified Staff. TAA is adding 2 (see below):

B. Availability and Commitment of Qualified Staff.

- 1) List the key personnel who will likely be assigned to TAA as-needed services. Describe the availability and commitment of these staff.
- 2) Provide an Organizational Chart showing key personnel/firms for your proposed team.

**RESPONSES TO QUESTIONS**

**Q1:** Can we modify the contract language? In the MSA, the following statement exceeds industry standards?

- I. **Performance Warranty.** Consultant warrants that the Services rendered will conform to the requirements of this Agreement and to the highest professional standards in the Consultant's field.

**Answer:** This request will be taken into consideration upon award. At this time, we are not inclined to make any changes to our draft contract as provided in the RFQ but will discuss further with the awarded firm.

**Q2:** In section V, #3 SOQ information, A. Firm Qualifications and Experience on page 5, it references in several places as needed services. Does this mean that all of our reference projects

need to be from on call (as needed) contracts? Or can they just be any jobs that highlight our experience but not necessary on call?

**Answer:** You may include any projects that best demonstrate your firm's experience. However, if you have relevant experience with on-call or as-needed contracts, we recommend highlighting that work specifically.

**Q3:** Would you prefer that I prepare and send you a detailed proposal right away, or would you like to review some samples of our recent work first for your evaluation?

**Answer:** Please follow instructions in the RFQ on how to submit in SOQ - Section V.5

**Q4:** Based on the projected date of October 1, 2025, for distribution of the final Addendum where we will expect that these and other questions will be answered,, we request consideration for extending the submission deadline to at least October 21, 2025. Given the nature of our questions and other questions we believe are likely to be asked by others, we believe receipt of the answers to these questions to be critical to our decision-making process as to whether and how we will submit an SOQ.

**Answer:** At this time, we will not be extending the submission deadline. The current timeline has been carefully established to ensure a fair and efficient procurement process for all participants.

**Q5:** In our experience, as a matter of environmental sustainability, most local jurisdictions and institutions have transitioned to electronic submissions only for as-needed professional services and other SOQs. Will TAA consider changing this procurement to an electronic-only submittal process? This can be accomplished either via your website or through email with a date and time by which electronic submittals must be uploaded or emailed

**Answer:** As outlined in the RFQ, TAA requires one (1) original and five (5) hard copies of the SOQ to be submitted by the deadline specified. You are welcome to include an electronic copy for convenience; the hard copies are necessary for our formal review process.

**Q6:** How much work (in dollars per year) was awarded to individual firms that were awarded the 2020 as-needed professional services contracts under the four disciplines included in the current RFQ? Please provide a matrix by firm and discipline for each amount.

**Answer:** TAA will not be providing a matrix by firm/discipline. For Architectural Services, there were a total of six (6) work authorizations issued, ranging from \$8,000 to \$250,000. For Electrical Services, there were a total of five (5) work authorizations issued, ranging from \$4,000 to \$78,000. For Mechanical Engineering, there was one work authorization issued for \$18,000. For Structural Engineering, there were two (2) work authorizations issued, ranging from \$3,000 to \$10,000.

**Q7:** Can TAA share a list of projects that is expected to fall under these contracts that are on your current 5-year plan and the projected professional fees or construction costs of each of these projects? Are these capital improvement projects or studies mainly?

**Answer:** At this time, we are unable to provide a list of projects or associated costs. As stated in the pre-submittal meeting, these projects will not be funded by grant monies. Tentative projects listed for Fiscal Year 2026 include but are not limited to upgrading terminal elevator door control equipment, Ryan maintenance office expansion, TIA sealcoat general aviation areas, replace Gallery men's bathroom floors, and Economy Covered Parking expansion. Additional projects could be added.

**Q8:** Can I submit all these copies online?

**Answer:** Please see the answer to Q5.

**Q9:** I have a question regarding Section V.3.A.1.d of the RFQ. My understanding is that this section requires detailed information on projects completed within the past five years that are comparable to the as-needed services described in the RFQ. Could you please confirm if this interpretation is correct?

**Answer:** Please see the answer to Q2.

**Q10:** With respect to references, will the individuals identified in connection with these project descriptions satisfy the RFQ's reference requirement, or is a separate references section required?

**Answer:** Yes, the individuals identified in connection with the project description will satisfy the RFQ reference requirement. A separate references section is not required.

**Q11:** If we provide at least three non-TAA projects with corresponding non-TAA references, may we also include additional TAA projects, or should all project examples and references exclude TAA work?

**Answer:** All project examples and references should exclude TAA work. While you may include additional projects beyond the required three, please ensure that all submitted examples and references are non-TAA.