



LAKE HAVASU CITY  
Administrative Services

PROCUREMENT DIVISION

**Water System Improvements  
P21-500158  
ADDENDUM NO. 1  
April 30, 2021**

Attention is called to the following changes, additions, clarifications and/or deletions to the original solicitation and they shall be taken into account in preparing submissions:

There is no change in the opening date. **Submissions are due no later than 3:00 p.m., Arizona Time, May 12<sup>th</sup>, 2021** at the City Clerk's Office, 2330 McCulloch Blvd. N., Lake Havasu City, AZ 86403.

ITEM	ACTION	DESCRIPTION or ISSUE
1	ADD	Section V. – SELECTION PROCESS AND SCHEDULE has been updated to include new language. Attached is the revised Section V.- SELECTION PROCESS AND SCHEDULE.

DATE: 4/30/21

BY:   
Shannon Blakey Management Analyst

## **SECTION V - SELECTION PROCESS AND SCHEDULE**

It is the intent of the City to select up to three of the most qualified Consultants to provide General Engineering Services for various projects throughout the year. The successful firms will be selected through a qualifications-based selection process which will consist of three evaluated elements: (1) Statements of Qualifications (SOQs) submitted in response to this RFQ, (2) Due Diligence of the finalists, and (3) the Team Interview of the finalists.

A Selection Committee will evaluate each SOQ according to the criteria set forth in Section III above. The firms receiving the highest evaluation from the selection panel will be selected to interview for the project. The City will then perform a due diligence process by contacting and interviewing stakeholders from the finalists' past related projects. Following the due diligence process, the finalists will be invited to participate in detailed interviews of their proposed project teams. The interview invitation letter will provide the evaluation criteria to be used.

The following tentative schedule has been prepared for this project. Firms interested in this project must be available on the interview meeting dates, which will be established as the selection process progresses.

SOQs due	May 12, 2021
Interview	May 24-25, 2021
Final ranking/selection	June 4, 2021
Council Award	July 13, 2021

Scores for each firm from each of the elements will be evaluated to determine the Ranking Order for project assignments to each firm. The City will enter into negotiations with the selected firms for a contract with the potential to be renewed annually as necessary to accomplish the work. Upon completion of negotiation of fees and contract terms it will be brought before the City Council for approval. If the City is unsuccessful in negotiating a contract with any or all of the selected firms, the City may decide to terminate the selection process.