



## **REQUEST FOR QUALIFICATIONS: ON-CALL CONSTRUCTION MATERIALS TESTING SERVICES**

### **ADDENDUM NO. 1**

This addendum is issued to modify the previously issued bid documents and/or given for informational purposes by adding the 2/25/15 pre-proposal meeting minutes, and is hereby made a part of the RFQ documents. The due date for proposals has not changed and remains Monday, March 2, 2015 no later than 5:00 p.m. Please attach this addendum to the documents in your possession.

### **MEETING MINUTES**

**Attending from City of Parkville:** Alysen Abel, Public Works Director

**Others Attending:** William J. Stafford, CFS Engineers  
Ryan Hankins, PSI

1. The City currently pays for the third party construction materials testing associated with development project.
2. The projects that may be tested will be public improvements. The tests will most likely include concrete, asphalt and subgrade.
3. There will be a separate on-call RFQ for Geotechnical Services, which will be released within the next few weeks.
4. The City will select 2 to 3 firms for the on-call services. The reason for the multiple contracts is to allow for spreading the work around to several firms, timely service, and to avoid conflicts of interest with the projects.
5. The City will try to give the testing company as much notice as possible. It is anticipated that the City will be notified at least 24 hours prior to construction.
6. The City currently does not require flyash for most of our soils. The City does follow APWA standards with regard to construction and testing.
7. There is an upcoming development anticipated to start construction in mid-March, which is why the response time for the proposal is short.
8. The City will ask for the consultant to provide a fee schedule at the time of contract negotiations, to lock in prices. The fee schedule should include all construction materials testing services. Any changes to the fee schedule will need to be approved by the City if the consultant updates its prices annually.
9. The City's standard professional services contract is included in the proposal document. If the consultant chooses to make changes to the schedule, this will delay the signing of the contract. It

would be preferred to keep the standard language. It is unlikely that the City will be flexible in making changes.

10. The budget associated with the testing services is combined with other on-call services. The amount will depend on the number of development projects completed throughout the year.
11. The contract will be for a 2-year term with the option to renew for an additional year.
12. The City has a new purchasing policy that requires staff to get Board approval for purchases. By entering into the long-term contract, the Public Works Director will have the authority to issue work authorizations for small projects under \$1,000.
13. Attendance at the pre-proposal meeting was not mandatory.

Adjourned.

*Any Modifications or additions to these meeting minutes must be received in writing to Parkville City Hall within 3 days from date above.*