

Addendum 1

Request for Qualifications (RFQ)

Localized Flooding, Drainage Mitigation, and Storm System Improvement Projects

Warren County Fiscal Court

Issued: September 5, 2025

Responses Due: 2:00 PM September 23, 2025

This Addendum provides responses to questions received from interested firms and clarifies the evaluation rubric.

Questions and Answers

Q1. The evaluation criteria (page 7) allocate 10% for a cost proposal, but the submission requirements (page 6) do not list a cost proposal. Should firms include cost information in their submissions?

A1. No. A cost proposal should not be submitted. Cost will be negotiated with the selected firm.

Q2. How many references are required?

A2. Three references are required.

Q3. How many representative projects should be included?

A3. At least three representative projects should be provided.

Q4. Are there any page limits or restrictions?

A4. No page limits are required.

Q5. How was the RFQ advertised, and how will amendments be distributed?

A5. The RFQ was distributed directly to a list of candidates. Public advertisement was not required under Warren County's procurement requirements. Amendments and project updates will be emailed to all interested firms and posted on the Warren County bids page.

Revised Evaluation and Selection Criteria

The evaluation rubric has been updated to remove the cost proposal category and redistribute its weight to References & Past Performance. The revised rubric is as follows:

<i>Evaluation Category</i>	<i>Description</i>	<i>Weight (%)</i>
<i>Firm Qualifications & Subdivision Experience</i>	Experience with subdivision-scale flooding investigations, drainage assessments, and stormwater infrastructure. Karst & AI-based hydrology experience preferred.	20
<i>Project Approach & Methodology</i>	Quality and clarity of approach to address the scope. Demonstrates understanding of subdivision flooding, surcharge, and drainage design issues.	20
<i>Team Expertise & Key Personnel</i>	Qualifications and experience of project manager and key staff. Capacity to meet schedule.	15
<i>Proposed Timeline & Schedule</i>	Realistic schedule with key milestones.	20
<i>References & Past Performance</i>	Quality of references and past performance with public agencies.	15
<i>Total</i>		100