ADDENDUM NO. 1

RFP: Stormwater Asset Management and Water Quality Plan Update

SUBMITTAL DUE DATE: December 11, 2026, at 5:00pm

This addendum Question and Answers is issued prior to the receipt of proposals to amend the RFP as follows:

Question 1: May experience of proposed key personnel be considered when evaluating the firm's relevant project experience, particularly where the individual's experience was gained while employed by another organization?

Answer 1: Yes. Please indicate in the proposal what experience was at a different firm.

Question 2: For the required five similar project references, may references be provided for projects led or managed by proposed key personnel while working for previous employers, provided the individual's role and responsibilities are clearly identified?

Answer 2: Yes. Please indicate in the proposal what experience was at a different firm.

Question 3: Will the qualifications and relevant project experience of proposed project team members be considered as part of the evaluation of Firm & Staff Qualifications and Past Project Experience?

Answer 3: Yes. Please indicate in the proposal what experience was at a different firm.

Question 4: May similar project experience performed by proposed subconsultants be submitted to satisfy portions of the project experience requirements?

Answer 4: Yes but must be clear in the proposal which experience was not performed by the prime consultant.

Question 5: Can the City clarify whether experience involving infrastructure asset management, capital improvement planning, utility infrastructure planning, municipal infrastructure programs, watershed planning, stormwater planning, water quality planning, and public works asset management will be considered relevant or similar experience for this project?

Answer 5: Yes, all of these categories are applicable to this scope of work.

Question 6: If a proposed Project Manager or Key Technical Lead possesses substantial relevant project experience obtained through previous employers, will such experience be considered during the qualifications evaluation even if the projects were not performed under the proposer's current corporate entity?

Answer 6: Yes. Please indicate in the proposal what experience was at a different firm.

Question 7: Related to Task 2 of the above referenced RFP, is the task item "Evaluate the current condition, criticality, and performance of major stormwater infrastructure trunklines including culvert inventory and condition." intended to be performed via field or desktop evaluation? i.e. is field condition assessment and data collection required or is the analysis to be a desktop update of historical data?

Answer 7: ***Please see bullet point #2 on page 3. We are requesting that the consultant review existing data and provide additional inspections (including video inspections) or field investigations as needed to assess the existing infrastructure. To keep costs reasonable, we don't expect to inspect every storm sewer, but to focus on major trunklines.***

- Evaluate the condition, capacity, and performance of the City's stormwater system using current data and engineering practices. The consultant shall propose a methodology for evaluating the condition of the City's existing stormwater system utilizing available asset inventory data, inspection records, and video from the previous plan update. The methodology shall identify data gaps, assess existing infrastructure conditions, and determine where additional inspections or field investigations may be warranted.

Question 8: What format are the existing stormwater models currently in and will they be available to the selected consultant?

Answer 8: As detailed in the TC Stormwater Asset Management Plan, the collection system was previously modeled in XP-SWMM 2016. The model will be provided to the selected consultant.

Question 9: What is the expectation for field investigation required? Are you anticipating field verification or just desktop exercise to rectify data gaps?

Answer 9: Refer to Question #7.

Question 10: Will contract exceptions be included in the 25-page limit or can exceptions be added as an appendix that does not count toward the 25-page limit?

Answer 10: Contract exceptions would not be included in the limit.

Question 11: Does the 25-page limit include cover and tab dividers?

Answer 11: No

Question 12: Would Traverse City consider allowing firms to provide more detailed resumes of the project team in an appendix that does not count toward the 25-page limit?

Answer 12: Please include short bios for team members including relative project experience, within the 25-page limit.

Question 13: What GIS platform does the City currently use, including the software products and licensing levels available to City staff?

Answer 13 : ESRI, Enterprise License

Question 14: Is the City's GIS environment administered internally by City staff or by a third-party consultant?

Answer 14: City Staff

Question 15: What asset management software or system does the City currently use to manage its stormwater infrastructure assets, and will the selected consultant have direct access to the system and/or underlying data, or will data requests need to be coordinated through the City's Asset Management Department?

Answer 15: ESRI/GIS, Lucity (Central Square EAM). Requests will need to be coordinated through Christine Black in Asset Management.

Question 16: Is the asset inventory entirely GIS desktop based or is field work expected to ground-truth conditions?

Answer 16: Refer to Question #7.

Question 17: What is the format of available asset management data? Is this data all from 2018 or are there newer data sets?

Answer 17: The City has GIS inventory for the entire system, and video inspections of a portion of the system which will be provided to the selected consultant. Some of the inventory has been updated since 2018.

Question 18: What work has been collected since the 2018 AMP? What kind of improvements have been completed since the 2018 AMP?

Answer 18: Any new information collected since 2018 is in GIS including all new construction with the exception of some recent projects that are in the process of being entered. Improvements include replacements, upsizing, and construction of new storm sewer facilities. All of the data will be provided to the selected consultant.

Question 19: What type of software or systems are used to track asset information and maintenance?

Answer 19: Refer to Question #15.

Consultants must acknowledge receipt of this amendment. Acknowledgement must be shown in the spaces provided herein, and must be received with the proposal submitted to tcmanage@traversecitymi.gov no later than, **December 11, 2026 @ 5:00 PM** local time.

FAILURE TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WILL CAUSE REJECTION OF PROPOSAL.

Dated: _____

ACKNOWLEDGED:

Consultant: _____
By: _____
Title: _____