

ADDENDUM NO. 2

PROJECT: Professional Land Surveyor Continuing Services

BIDS DUE: April 17, 2026, at 5:00 pm

This Addendum is issued prior to receipt of bids to provide for certain changes and clarifications to the Specifications and/or the Drawings, as herein specified, and is hereby made a part of the Contract Documents and shall be taken into consideration in preparing the Proposal. All other conditions remain the same.

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

Question 1: Should we include a private utility locate with the survey efforts?

Answer 1: No, this will not be required. For watermain it will include the main to the curb stop box. For sewer it will include the main only. It is expected that the surveyor will submit and field survey the 811 ticket submittals.

Question 2: The cover sheet of the RFP indicates the submittal date as 4-17-2026. But on sheet 3 of the RFP it indicates 4-30-26 as the submittal date. Please clarify.

Answer 2: See Addendum #1

Question 3: Do we need to provide a certificate of insurance? If so does that count against the 20 sheet max limitation?

Answer 3: Proof of insurance will be required after selection and is not necessary for the evaluation of the proposals. See page 3 under "Please include:"

Question 4: Can we have a rate escalation over the period of the contract (ie.. +3% per year)?

Answer 4: As listed on page 1 in the "Background" section, "Future contract renewals would consider annual increases to hourly rates."

Question 5: How many firms will be selected for this contract

Answer 5: Please see line 2 under "Evaluation of Proposals:" ... "This evaluation will be conducted in the manner appropriate, as may be deemed by the City, for the selection of a firm for the purpose of entering into a contract to perform these services."

Question 6: Is there any preference for small businesses and specific small business categories
a. IE: service disabled veteran owned small business (SDVOSB)

Answer 6: No preferences will be given at this time.

Question 7: What is the expected annual workload/contract amount.

Answer 7: At least 2 surveys each year consisting of sidewalk, street reconstruction or small site projects. Also, as-built Surveying and construction staking for those projects.

Our 2027 projects will be:

1. Construction staking and As-Built Surveying for 7th street and Lake Ave from Cass Street to Wadsworth new 24" watermain and paving.
2. Infill sidewalk along Munson from Huron 300Ft West.
3. 24" water main project from Railroad to Garfield
4. Any other projects that arise.

Question 8: Has the city issued a similar contract in the past? If so who was the contract awarded to?

Answer 8: Not in this manner. The City has typically bid out one contract and used unit pricing for the remainder of the year. The awarded surveyors varied by year.

Question 9: We assume we need to sign the request for proposal: land surveyor continuing service sheet (pg. 6 of 20 in the RFP). Does this sheet count against the 20 sheet max?

Answer 9: Yes, each firm will need to sign sheet 6. The Proposal sheets do not count against the 20 sheet max as described on page 3 under "Please include:".

Question 10: Item 4 of the General Scope appears to be boiler plate copy of an engineering scope item that would not apply to the scope for surveying services. As surveyors we would not typically "Coordinate, facilitate, present, negotiate and attend meetings with federal/state regulation authorities on behalf of the City, in conjunction with City staff, related to project specific tasks/permitting." Please clarify.

Answer 10: This will not be a required part of the scope of surveying. Please omit this from the proposed tasks.

Question 11: On the Proposal Sheet page, the second paragraph references being licensed Professional Engineers instead of Professional Surveyors. We believe that is simply a typo, please confirm.

Answer 11: Yes, Professional Surveyors is the correct wording.

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, **Friday April 17, 2026 at 5:00 pm** local time.

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

Dated: _____

ACKNOWLEDGED:

Consultant: _____
By: _____
Title: _____