



Date: April 15, 2024

RE: Request for Qualifications (RFQ) – On-Call Professional Services.

RFQ Addendum #1

To All Interested Parties:

You are hereby notified of the following changes to the above referenced RFQ Documents for the “On-Call Professional Services solicitation.

- Under the section titled, “Submittal Content” including the following description:

“Letter of Interest should not exceed four (4) pages or be less than two (2) pages total. A page is defined as one 8.5” x 11” sheet and printed on one side. Two copies of the Letter of Interest should be received at the address and by the time specified. It is required that your firm’s Statement of Qualifications (RSMo 8.285 through 8.291) be submitted with your firm’s Letter of Interest or be on file with the City of Cottleville. The statement of qualifications is not included in the total page count limit.”

Further clarification has been requested by interested parties inquiring if separate Letters of Interest may be submitted for each category of interest and therefore a new page count limit established for each category submittal.

City’s Direction and Answer: For each additional category of interest beyond the first (1st) one (1) additional page may be added to the page limit, not to exceed a total of ten (10) pages regardless of the number of categories of interest.

Example: Firm ABC is interested in submitting Letters of Interest for the following categories:

1. Public Works/Infrastructure/Site Design
2. Surveying and Utility
3. Project Management

Firm ABC will be allowed to submit a Letter of Interest for three (3) categories and a total length of six (6) pages. A page is defined as one 8.5” x 11” sheet and printed on one side.