



**REQUEST FOR QUALIFICATIONS AND TECHNICAL PROPOSALS**  
**PROFESSIONAL ENGINEERING SERVICES**  
**HARRISBURG INTERNATIONAL AIRPORT,**  
**REHABILITATE HEATING SYSTEM, BUILDING 513**

**ADDENDUM #1, February 3, 2020**

**The following question were received and are answered below:**

**QUESTIONS AND RESPONSES**

- Q1. Your Page 2; Section IV. Use of Sub-Consultants states that SARAA expects that consultants responding to this RFQ/TP assemble a team of sub-consultants ....: Are there any MBE/WBE subconsultant goals requirements?
- A1. NO. These are no DBE/MBE or WBE goals associated with this project.
- Q2. Page 3; Section VII. Submittal Requirements: A. Format and Content states that the spacing should be doubled-spaced: Will the line spacing requirement pertain to resume/project or just for the topic descriptions (executive summary, description of firm, org./management) narrative?
- A2. The line spacing requirement applies to the Executive Summary, Description of Firm, Organization and Management, Firm Project Experience, and Individual Project Experience (Optional Section).
- Q3. Page 3; Section VII. Submittal Requirements; A. Format and Content states that the type should be no smaller than 12-point font size: Are we allowed to use any font type we want.
- A3. The intent of specifying the font size is to enable reviewers of the SOQs to read them without the use of special visual aids. Any font style may be used as long as the text is approximately the size of 12-point font in general use such as Time New Roman or Ariel.
- Q4. Page 4; Section VII. Submittal Requirements; A. Format and Content 3. Organization and Management states that we are allowed to provide a graphic and narrative description of the administrative structure. Can we provide an organization chart on 11 X 17 page size?
- A4. SARAA will accept an organizational chart in 11 X 17 - inch size / format.
- Q5. Page 4; Section VII. Submittal Requirements; A. Format and Content 3. Organization and Management states that brief resumes are to be provided: Is there a page limit on the resumes/projects and are they counted in the page limit?
- A5. There is no page limit on the length of the resumes, but the resumes do count toward the overall limit of 18 pages. Supplemental resume information may be included as an attachment after the body of the SOQ. Brief resumes of the project manager and key staff are required in the Organization and Management Section.