



Finance

Purchasing Division
929 N Front Street, 10th
Floor.
Post Office Box 1810
Wilmington, NC 28402-1810

910 341-7830
910 341-7842 fax
wilmingtonnc.gov
Dial 711 TTY/Voice

ADDENDUM NUMBER 1

On-Call Structural Design and/or Engineering Services

RFQ No. S6-1125

October 23, 2025

To all holders of RFQ No. S6-1125 Documents; please be advised to Questions and Responses:

Questions from Mike Kazimir of Kimley-Horn

- Will this contract be used for the inspection of heavy Marine structures? **Yes.**
- Does the City know how many firms may be selected? **The City expects to select 2-4 firms from the RFQ depending on the volume of applicants and their qualifications.**
- How does the City select a firm for each task order? **The City will select a firm from the group selected during the RFQ process that is most qualified for the type of work. We do make every attempt to look at work loads and capacities of firms during this selection process as well.**
- Does the City have a separate On-Call contract for Geotechnical Engineering? **The City currently uses a separate on-call contract for geotechnical engineering surfaces.**
- Is there a MWBE goal percentage? **There is not a "Goal Percentage" but firms will be evaluated on their show of commitment to M/WBE. The purpose is to show firms understand and are making every good faith effort to achieve M/WBE participation.**
- Will this On-Call be used for the assessment and rehabilitation of parking structures? **Potentially if needed over the life of the contract.**
- Can you give specific examples of types of projects you expect to have for this On-Call? **Bridge Rehabilitation Feasibility Study, Riverwalk Bulkhead Spot Repairs, Riverwalk Girder Repairs, Culvert Evaluations and Repairs, Retaining Walls, Pile and Pile Cap evaluations, Post Storm Structural Evaluations of Buildings and Other Structures, etc.**
- Will the City consider revising paragraph 7 of the sample contract ("Independent Engineer") to reference the "professional standard of care" instead of a "high level of skill"? As currently drafted, the reference to "high level of skill" could heighten the selected firm's standard of care which is otherwise imposed by law. Additionally, a

heightened standard of care would be uninsurable under professional liability insurance for the selected firm. Please be aware all of that language is standard for City projects, and it can be adjusted on a case-by-case basis with the legal department.

- Will the City consider removing paragraph 21 of the sample contract ("Time") or adding a force majeure provision which states that the selected firm is not liable if its services or other obligations under the contract are delayed due to factors outside of its reasonable control? Please be aware all of that language is standard for City projects, and it can be adjusted on a case-by-case basis with the legal department.

Questions from Arden Lumpkin of CATLIN Engineers and Scientists

- I hope you are well. For the above-referenced On-Call contract, is the city looking for firms/teams that can perform all services listed in the scope of work? Or could firms submit for specific services (i.e. geotechnical and permitting)? The City will be evaluating firms/teams that can best accomplish the majority of the items listed to the highest ability possible. I know that is a bit confusing, but we don't expect firms to be able to fulfil every item on the scope and would expect them to have to subcontract some of the scope items listed. I would suggest if you have subcontractors already situated to perform certain duties for you that are listed in the scope to submit them in your proposal. We would surely be looking for the firm that is submitting to be able to perform structural engineering duties though as that is the main task of this on-call contract.

Questions from Grant Meacci of Bolton & Menk, Inc.

- What types of projects do you anticipate being run through this On-Call? The title would suggest its weighted toward structural, however, its a very wide range of services. Does this include potential roadway or streetscape projects as well? These will all be structural projects or ancillary services related to structural duties. The majority of our projects that utilize the current structural on-call involve riverwalk repairs, bulkheads, bridge repairs, retaining walls, parking garages, and other structural features. We will be issuing an on-call for transportation services that will be for potential roadway and streetscape projects around the December time frame. I hope this helps, but please let me know if you have any other questions.

Questions from Elizabeth Sholtis of GFT

- Does the City predict that there will be any maintenance activity on bridges as part of potential services under the On-Call? They City may have maintenance activities on bridges as part of this project. As we cannot promise any work at this time, we have done multiple bridge maintenance activities under the previous Structural On-Call Contract. We would expect to have this time of work, but we cannot promise it.

Questions from Greg Cols of AECOM

- Please confirm that the Cover Letter, required under Section V, is separate from Section 1 “General” as outlined in Section IV of the RFP, although it may contain similar information. Is the Cover Letter included in the 25 page limit? **Yes, the cover letter is separate from Section 1 “General”. Yes, the Cover Letter is included in the 25 page limit.**
- Are Section Divider pages, if only used to separate sections and do not contain any other information, permissible, and if so, are they included in the 25 page limit? **Section dividers will be included in the 25 page limit. It is suggested section dividers not be utilized.**
- Would the City please consider allowing a single 11x17 sheet be used for organization chart / matrix? **City does currently not allow 11x17 sheets.**
- Is there a minimum or maximum number of references required or allowed? **No, there is not a minimum or maximum number of references allowed.**
- May references from the City of Wilmington (Engineering Dept or other City department) be included? If so, is there a proper channel to contact City staff (e.g., project managers) for such a reference without violating other requirements of the RFQ that prohibit responders from contacting City Staff? **Please avoid using City Staff members as a reference for projects.**
- Per RFQ, Section II “Services Required”, #6 Analysis of Bathymetry and Soundings, please confirm this includes both obtaining bathymetric survey and interpreting the results. **Yes, the Analysis of Bathymetry and Soundings would include both obtaining and interpreting results of the surveys.**
- Previous City On-call Contract RFQs have required a signed Responders Certification Form with Attachments A, B, and C to be submitted with the proposal. Will these be required for the Structural Engineering On-Call proposal? **No, these will not be required.**

Acknowledge receipt of this Addendum.

Daryle L. Parker, Purchasing Manager
Purchasing Division
END OF ADDENDUM ONE