



**DODGE COUNTY FINANCE DEPARTMENT**  
**Purchasing Division**  
127 East Oak Street, Juneau, WI 53039  
(920) 386-4224  
Email: tsteinbach@co.dodge.wi.us

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Notice of Addendum  
RFQ #30 26-02  
Addendum #1  
Engineering for roundabouts at CTH A & CTH W and CTH G & CTH S  
Highway Department, Dodge County, WI  
March 13, 2026  
(Total 2 pages)

Notice to all firms:

This Addendum is issued to modify, change, delete from, add to, explain or correct the original Request for Qualifications and is hereby made a part of RFQ #30 26-02. In case of conflict between the Request for Qualifications and this Addendum, this Addendum shall govern. It is the bidder's responsibility to pass this addendum information to all involved in the bid.

### Questions & Answers

- 1. On Section 9 on page 4 in the RFQ, "ii. 2." and "ii. 3." seem to ask for the same thing. "ii. 2." asks for proposed staff and their project role and "ii. 3" asks for an org chart. Org charts usually include the breakdown of the proposed staff and their project roles. Please clarify if you are looking for something different from "ii. 2." or if an org chart with the staff role identified within it will suffice for both "ii. 2." and "ii. 3."**

**Answer:** ii. 3 should have been a sub-bullet under #2. An organizational chart will suffice as long as the assigned staff and their role is identified on the Organizational Chart.

- 2. On page 6 in the RFQ, where it discusses the evaluation criteria, it says in the "Approach" section that the firm's design hours estimate will be part of the evaluation criteria. This is not asked for in the "approach" required submittal information on pages 4 and 5. Is a summary of the firm's anticipated design hours required to be included despite this being a qualifications-based selection? We traditionally see anticipated design hours requested in cost-based proposals as hours are closely linked with costs.**

**Answer:** No, do not include an estimate of hours.

- 3. Do you want a Design Schedule/Schedule of Deliverables? It is included in the evaluation criteria on page 6, but not in the approach description area on page 5.**

**Answer:** Yes, please include a proposed design and deliverables schedule with a PS&E date of 11/1/27 and LET date of 3/17/28

- 4. On page 5 "iii. 3." staffing levels and activities are asked for. Does staffing levels mean you are asking for staff availability or does this mean something else?**

**Answer:** This is to indicate the number of people by professional level and their general activities for the work assigned to this contract.

- 5. In the scope description for CTH A & W, it mentions right of way impacts may occur, however the schedule for project delivery doesn't seem to allow time for real estate acquisition. If real estate impacts are determined to exist, will the project delivery (PS&E and LET) dates be adjusted to accommodate the real estate timeline?**

**Answer:** The PS&E and LET dates are not anticipated to change.

- 6. On page 5, can "iv. 3" and "iv. 4." be combined? Can we put project information, their reference information, key personnel on the projects, and start/finish date for each project in the same section/on the same page for each project? Or do you want these in separate sections as you have it listed in the RFQ where references, key personnel, and start/finish dates are first and then after associated projects are listed?**

**Answer:** #3 References – this should be completed separately from #4. You can list 3-6 references for similar projects. Three of the references should also be documented on Attachment B – Reference Form”. Not every successful project listed in #4 has to be tied to a Reference listed under #3.

- 7. Has an ICE Report been completed or is one required yet?**

**Answer:** Since these roundabouts are on Local Roads, no ICE report is required.

- 8. Are traffic counts and turn movement counts needed or is this information available?**

**Answer:** Traffic counts were completed and the data is available.

Return the completed and signed acknowledgement of this addendum with your bid for this request.

**Acknowledgement of Addendum was included in the bid documents.**