



Housing Authority of the County of Merced  
405 U STREET, MERCED, CA. 95341  
PHONE (209) 722-3501; TDD 711 or 800-855-7100  
[www.merced-pha.com](http://www.merced-pha.com)

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## ADDENDUM #1

August 24, 2026

### Request for Qualifications RFQ #2026-35: As-Needed Architect and Engineering Services

#### Authority Corrections and Clarifications

##### 1. Reference:

Section 3 – Submission Requirements: diagram of Tab order, page 5 of 13, “Tab 6” reads

|              |                                                                                                                                                                                                                                                                                       |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TAB 6</b> | <b>N/A)</b> <ul style="list-style-type: none"><li>• HUD-5369-C: Certifications and Representations of Offerors – Non-Construction Contract (<b>Attachment 10</b>)</li><li>• HUD-51915: Model Form of Agreement between Owner and Design Professional (<b>Attachment 11</b>)</li></ul> |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Should read and is correct as listed on “Attachment 2: Submittal Instructions and Requirements”

|  |   |                                                                                                                                                                                                                                                                                                  |
|--|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | 6 | <ul style="list-style-type: none"><li>• HUD-5369-C: Certifications and Representations of Offerors – Non-Construction Contract (<b>Attachment 10</b>)</li><li>• HUD-51915: Model Form of Agreement between Owner and Design Professional (<b>Attachment 12</b>) <b>Must be signed.</b></li></ul> |
|--|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

##### 2. Reference:

Section 10 – Summary of Evaluation Criteria: Managerial Capacity reads as

“ **Managerial Capacity: (20 Points Maximum):** ”

Should read and is correct as

“Managerial Capacity: (25 Points Maximum)”



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**3. Reference:**

Attachment 1: Scope of Services; Section III-HUD Form 51915, reads  
“ HUD-51915 included as Attachment 11 ”

Should read and is corrected to “Attachment 12”

**All corrections are included in this Addendum. Please insert as needed for your records. Thank you.**

**END OF ADDENDUM #1**

- E. The RFQ submittals shall be bound in a manner that the Authority can easily remove the binding or remove pages to make copies, then easily return the submittal to its original condition, please don't staple.
- F. All RFQ submittals shall be submitted in an 8½" x 11" format, preferably in a 3-ring binder or similar format.
- G. Larger size pages or inserts may be used provided they fold into 8 ½" x 11".
- H. The front cover of the submittal should bear the name and number of the RFQ, date of submittal, Respondent's name(s), address, phone & fax numbers and email address(es).
- I. Provide all required certifications and HUD forms, and all other required documents as outlined within this RFQ. All forms that require a signature or initials must bear an original signature or initial, on at least one (1) submittal.
- J. All copies of the submittal must be identical in content and organization.
- K. The RFQ submittals, including copies, shall be organized into sections and tabbed for ease of review according to the following format:

|              |                                                                                                                                                                                                                                                                                                     |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TAB 1</b> | <ul style="list-style-type: none"> <li>• Submittal Instructions &amp; Requirements (<b>Attachment 2</b>)</li> <li>• Sealed Proposal Cost Form (<b>Attachment 3</b>)</li> </ul>                                                                                                                      |
| <b>TAB 2</b> | <ul style="list-style-type: none"> <li>• Profile of Firm Form (<b>Attachment 4</b>)</li> <li>• Form of Non-Collusive Affidavit (<b>Attachment 5</b>)</li> <li>• Addendum/Addenda Acknowledgement form (<b>Attachment 6</b>)</li> </ul>                                                              |
| <b>TAB 3</b> | <ul style="list-style-type: none"> <li>• Architect/Engineer Project Experience: Convey capacity to meet all requirements of RFQ</li> <li>• Managerial Capacity (with organizational chart if possible)</li> <li>• Financial Viability including declared earnings for past 3 months</li> </ul>      |
| <b>TAB 4</b> | <ul style="list-style-type: none"> <li>• Demonstrated Successful Past Performance</li> <li>• Three (3) references, include Company/Agency name, mailing address, contact person, telephone and email address and brief description of services performed</li> </ul>                                 |
| <b>TAB 5</b> | <ul style="list-style-type: none"> <li>• Contractor/Sub-Contractor Information with Business Enterprise Verification (<b>Attachment 7</b>)</li> <li>• Section 3 Certification for Business Concerns seeking Business Preference (<b>Attachment 8, must be completed or marked N/A</b>)</li> </ul>   |
| <b>TAB 6</b> | <ul style="list-style-type: none"> <li>• HUD-5369-C: Certifications and Representations of Offerors – Non-Construction Contract (<b>Attachment 10</b>)</li> <li>• HUD-51915: Model Form of Agreement between Owner and Design Professional (<b>Attachment 12</b>) <b>Must be signed.</b></li> </ul> |
| <b>TAB 7</b> | <ul style="list-style-type: none"> <li>• <b>OPTIONAL:</b></li> <li>• Brochures or other material that may be helpful in evaluating your firm may be included in this tab</li> <li>• Other Information</li> </ul>                                                                                    |

**Non-Responsive RFQ submittals:** All RFQ submittals will be reviewed for responsiveness to the material requirements of the solicitation. A submittal that is not materially responsive will not be eligible for further consideration for award of the Contract, and the respondent shall receive notice of the non-award of its submittal.

- (12-17) Submittal demonstrates a solid capacity to meet all of the requirements specified in the RFQ.
- (6-11) Submittal demonstrates fair capacity to meet all requirements specified in the RFQ
- (0-5) Submittal does not demonstrate capacity to meet all requirements specified in the RFQ.

**Managerial Capacity: (25 Points Maximum):**

- (18-25) Submittal demonstrates excellent staffing levels, with appropriate qualifications. Demonstrates ability to maintain staffing levels and appropriate equipment/materials. RFQ includes an excellent Management Plan and reasonable schedule. (Over 10 years of experience)
- (12-17) Submittal demonstrates sufficient staffing levels, with appropriate qualifications. Appears to have the ability to maintain staffing levels and appropriate equipment/materials. Management Plan is good. (5-10 years of experience)
- (6-11) Submittal demonstrates fair staffing levels, with fair qualifications. May have the ability to maintain staffing levels and appropriate equipment/materials. Management Plan is fair. (Less than 5 years)
- (0-5) Submittal does not demonstrate sufficient staffing levels, with appropriate qualifications. May not have the ability to maintain staffing levels and appropriate equipment/materials for the work required. Management Plan is not adequate.

**Demonstrated Successful Past Performance: (25 Points Maximum):**

- (18-25) Submittal demonstrates a complete and comprehensive track record of successfully completing projects substantially similar and provided adequate list of verifiable references.
- (12-17) Submittal demonstrates a good track record of successfully completing projects substantially similar to that required and provided adequate list of verifiable references.
- (6-11) Submittal demonstrates a fair track record of successfully completing projects substantially similar and provided a fair list of verifiable references.
- (0-5) Submittal does not demonstrate an adequate track record of successfully completing projects substantially similar and does not include an adequate list of verifiable references.

successfully reach a negotiated cost with the 2nd-ranked firm, the Authority will proceed to the next-ranked awarded firm and repeat the same negotiation process. This process may be repeated by the Authority with ensuing ranked firms until the Authority has successfully negotiated a reasonable cost for current requested project.

**III. HUD Form 51915:**

Each Respondent must review the "Model Form of Agreement between Owner and Design Professional" HUD-51915 included as Attachment 12. Each Respondent must sign the professional service contract and return it to Authority as part of its submittal. By signing a Model Form of Agreement contract, if the Authority accepts and signs the Agreement, the Agreement shall be binding on both parties. Any and all services performed must comply with all applicable Federal regulations including, but not limited to, Handicap Accessibility (Section 504), Americans with Disabilities Act (ADA), Uniform Federal Accessibility Standards (UFAS), Davis-Bacon wage requirements, Environmental requirements, Build America/Buy America Act (BABA), and Federal procurement requirements. In addition, all services must be performed in compliance with applicable laws, regulations and local building code requirements and ordinances.

**IV. Non-Responsive RFQ submittals:**

All RFQ submittals will be reviewed for responsiveness to the material requirements of the solicitation. A submittal that is not materially responsive will not be eligible for further consideration for award of the Contract, and the Respondent shall receive notice of the non-award of its submittal.