



STATE OF TENNESSEE  
ECONOMIC AND COMMUNITY DEVELOPMENT

**REQUEST FOR QUALIFICATIONS # 33007-14222  
AMENDMENT # 1  
FOR WEST TENNESSEE COMMUNITY PLANNING  
SERVICES**

**DATE: October 5, 2022**

**RFQ # 33007-14222 IS AMENDED AS FOLLOWS:**

1. This RFQ Schedule of Events updates and confirms scheduled RFQ dates. Any event, time, or date containing revised or new text is highlighted.

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFQ Issued		September 21, 2022
2.	Disability Accommodation Request Deadline	2:00 p.m.	September 26, 2022
3.	Notice of Intent to Respond Deadline	2:00 p.m.	September 27, 2022
4.	Written "Questions & Comments" Deadline	2:00 p.m.	October 3, 2022
5.	State response to written "Questions & Comments"		<b>October 5, 2022</b>
6.	RFQ Response Deadline	2:00 p.m.	October 17, 2022
7.	RFQ Negotiations		October 24-26, 2022
8.	State Notice of Intent to Award Released and RFQ Files Opened for Public Inspection		October 27, 2022
9.	End of Open File Period		November 3, 2022
10.	State sends contract to Contractor for signature		November 7, 2022
11.	Contractor Signature Deadline	2:00 p.m.	November 10, 2022

2. State responses to questions and comments in the table below amend and clarify this RFQ.

Any restatement of RFQ text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFQ document.

RFQ SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
		<p>1. A.3.: Provide a current bank reference indicating that the Respondent's business relationship with the financial institution is in positive standing. Such reference must be written in the form of a standard business letter, signed, and dated within the past three (3) months.</p> <p>Our financial institution will only provide a letter showing our</p>	<p>Please see item 3 below updating the mandatory item. As clarification, this RFQ requests a reference letter from a financial institution indicating that your relationship with the financial institution is Satisfactory. This letter must be dated within the past 3 months and can be electronically generated. This RFQ does not seek and the letter should not include any</p>

RFQ SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
		firm's account number, amount currently on hand, and the date the account was created. Our firm does not feel comfortable giving out our account number and amount on hand. Can we black out this information? In addition, our financial institution does not provide a signed letter (ie banker's signature). However the information provided will be on the financial institutions letter head. Will this suffice?	personal banking information such as an account number, amount of cash on hand, or when the account was established.
		2. Are we required to submit our rates per A.3 of the Pro Forma contract during the RFQ process or will they be included in the contract negotiation stage?	In accordance with RFQ Section 5.2., costs will only be requested of the top ranked respondent during negotiations.

3. Delete RFQ Attachment 6.2 Section A in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

**ATTACHMENT A**

**TECHNICAL RESPONSE & EVALUATION GUIDE**

All Respondents must address all items detailed below and provide, in sequence, the information and documentation as required (referenced with the associated item references). All Respondents must also detail the response page number for each item in the appropriate space below.

The Solicitation Coordinator will review all responses to determine if the Mandatory Requirement Items are addressed as required and mark each with pass or fail. For each item that is not addressed as required, the Evaluation Team must review the responses and attach a written determination. In addition to the Mandatory Requirement Items, the Solicitation Coordinator will review each response for compliance with all RFQ requirements.

RESPONDENT LEGAL ENTITY NAME:			
Response Page # (Respondent completes)	Item Ref.	Section A— Mandatory Requirement Items	Pass/Fail
		The Technical Response must be delivered to the State no later than the Technical Response Deadline specified in the RFQ § 2, Schedule of Events.	
		The Technical Response must not contain cost or pricing information of any type.	
		The Technical Response must not contain any restrictions of the rights of the State or other qualification of the response.	
		A Respondent must not submit alternate responses.	

<b>RESPONDENT LEGAL ENTITY NAME:</b>			
<b>Response Page #</b> (Respondent completes)	<b>Item Ref.</b>	<b>Section A— Mandatory Requirement Items</b>	<b>Pass/Fail</b>
		A Respondent must not submit multiple responses in different forms (as a prime and a subcontractor).	
	<b>A.1.</b>	Provide the Statement of Certifications and Assurances (RFQ Attachment E) completed and signed by an individual empowered to bind the Respondent to the provisions of this RFQ and any resulting contract. The document must be signed without exception or qualification.	
	<b>A.2.</b>	Provide a statement, based upon reasonable inquiry, of whether the Respondent or any individual who shall perform work under the contract has a possible conflict of interest (e.g., employment by the State of Tennessee) and, if so, the nature of that conflict.  NOTE: Any questions of conflict of interest shall be solely within the discretion of the State, and the State reserves the right to cancel any award.	
	<b>A.3.</b>	Provide a current bank reference indicating that the Respondent maintains a satisfactory business relationship with the financial institution. Such reference must be written in the form of a standard business letter, signed, and dated within the past three (3) months.	
	<b>A.4.</b>	Please provide evidence that your firm and any engineer providing services under this RFP are properly licensed, by providing the current, active license of each entity.	
<i>State Use – RFQ Coordinator Signature, Printed Name &amp; Date:</i>			

4. **RFQ Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFQ not expressly amended herein shall remain in full force and effect.