



City of Raleigh

Request for Qualifications #: 274-NNG

**Title: Neuse River Resource Recovery Facility (NRRRF)
Natural Gas Back Up Power Generators - Evaluation &
Design**

**Submittal Due Date and Time: October 27, 2026, not later
than 2:00PM EST**

ADDENDUM NO. 1

Issue Date: October 08, 2026

Issuing Department:

Direct all inquiries concerning this RFQ to:

Dan Williams
Resource Recovery Engineer
Email: dan.williams@raleighnc.gov

City of Raleigh
Addendum 1 to RFQ #274-NNG

Issue Date: October 08, 2026

To: All Proposers

This Addendum, containing the following additions, clarifications, and/or changes, is issued prior to receipt of qualification packages and does hereby become part of the original RFQ documents and supersedes the original RFQ documents in case of conflict.

Receipt of this addendum must be acknowledged by signing in the area indicated below. Please make the follow additions, clarifications, and/or changes to the RFQ as listed below and **sign and return this addendum with your submittal package**.

1. Prior to 2.1, add the following:

“Submittals shall not exceed 20 pages. A single page printed on both sides will be counted as (two) 2 pages. No more than four (4) pages may be devoted to Project Understanding. A one-page cover letter may be submitted, and this will not count towards the page limit. Resumes submitted will count toward the page count. All pages in the qualifications package must be 8 1/2 x 11” and no additional correspondence should be submitted. Font text shall be no smaller than 10-point font. One 11x17” page may be used for map or other illustrative purpose if needed. This map will not count towards the total page count.”

2. 2.2 - Hourly Rates: Delete the last sentence “One copy of the Hourly Rate Schedule (see Appendix I) for all proposed project personnel should be enclosed in a separate, sealed envelope.” and replace with “A copy of the Hourly Rate Schedule (see Appendix I) for all proposed project personnel should be included in the email submittal.”

3. Appendix 1 – Hourly Rate Schedule: Delete the sentence “As stated above in section 2.2 Hourly Rates, provide the Hourly Rate Schedule in a separate, sealed envelope.” No new sentence will be added.

4. 4 – Scope of Services, 4th paragraph
Delete “..... (anticipated to be two units)” and replace with “.....(anticipated to be two 2.5 MW, 4160V units)”

5. 4 – Scope of Services, Add the following paragraph after the fourth paragraph
“The Schedule to complete the evaluation is 6 months from contract execution.”

6. 4 – Scope of Services, Item 7: Add to then end of the first sentence “A separate scope and fee will be negotiated for the design and construction phase.”
7. Add the attached Appendix III – Reference Questionnaire Form to the RFQ.
8. Retitle the existing Appendix III – Sample Contract to Appendix IV – Sample Contract

Dan Williams
Resource Recovery Engineer

Sign below and return this addendum with your submittal response.

Proposer Name & Company: _____ **Date:** _____

Signature: _____ **Title:** _____

APPENDIX III
REFERENCE QUESTIONNAIRE
(Instructions)

274-NNG - NRRRF Natural Gas Back Up Power Generators - Evaluation & Design

The City of Raleigh, as a part of the RFQ, requires proposing companies to submit a minimum of three (3) business references as required within this document. The purpose of the references is to document the experience of the proposer relevant to the scope of services and assist in the evaluation process.

- The Proposer is required to send the reference form (the following two pages) to each business reference listed on Proposer Questionnaire.
- The business reference, in turn, is requested to submit the Reference Form directly to the City of Raleigh Point of Contact identified on the Reference Questionnaire form for inclusion in the evaluation process.
- The form and information provided will become a part of the submitted proposal. The business reference may be contacted for validation of the response.
- It is the Proposer's responsibility to verify their references have been received by the City of Raleigh Point of Contact by the date indicated on the reference form.

APPENDIX III

REFERENCE QUESTIONNAIRE FORM

274-NNG - NRRRF Natural Gas Back Up Power Generators - Evaluation & Design

(Name of Business Requesting Reference)

This form is being submitted to your company for completion as a business reference for the company listed above.

This form is to be returned to the City of Raleigh, **Dan Williams**, via email to **dan.williams@raleighnc.gov** no later than **2:00 p.m. ET, October 29, 2026** and **MUST NOT** be returned to the company requesting the reference.

For questions or concerns regarding this form, please contact the City of Raleigh, Point of Contact above.

Company Providing Reference

Contact Name and Title/Position

Contact Telephone Number

Contact Email Address

Questions:

1. In what capacity have you worked with this company in the past? If the company was under a contract, please acknowledge and explain briefly whether or not the contract was successful.

Comments:

2. How would you rate this company's knowledge and expertise?

☐ 3= Excellent

☐ 2= Satisfactory

☐ 1= Unsatisfactory

☐ 0= Unacceptable

Comments:

3. How would you rate the company's flexibility relative to changes in the scope and timelines?

☐ 3= Excellent

☐ 2= Satisfactory

☐ 1= Unsatisfactory

☐ 0= Unacceptable

Comments:

4. What is your level of satisfaction with hard-copy materials, e.g. reports, logs, etc. produced by the company?

☐ 3= Excellent

☐ 2= Satisfactory

☐ 1= Unsatisfactory

☐ 0= Unacceptable

Comments:

5. How would you rate the dynamics/interaction between the company and your staff?

☐ 3= Excellent

☐ 2= Satisfactory

☐ 1= Unsatisfactory

☐ 0= Unacceptable

Comments:

6. Who were the company's principle representatives involved in providing your service and how would you rate them individually? Would you comment on the skills, knowledge, behaviors or other factors on which you based the rating?

(3= Excellent; 2= Satisfactory; 1= Unsatisfactory; 0= Unacceptable)

Name: _____ Rating: _____

Name: _____ Rating: _____

Name: _____ Rating: _____

Name: _____ Rating: _____

Comments:

7. With which aspect(s) of this company's services are you most satisfied?

Comments:

8. With which aspect(s) of this company's services are you least satisfied?

Comments:

9. Would you recommend this company's services to your organization again?

Comments:
