

**STATEMENT OF QUALIFICATIONS FOR
DOWNTOWN STREETS RECONSTRUCTION DRAINAGE
MASTER PLAN PROFESSIONAL SERVICES**

Addendum Number: 1

Date Issued: April 08, 2016

SOQ Due Date: April 15, 2016

I. Instructions to Consultants:

This addendum is hereby made a part of the Statement of Qualifications packet issued for: **Downtown Streets Reconstruction Drainage Master Plan Professional Services**. Therefore a signed copy of the acknowledgement form (last page of this addendum) must be included as part of the submitted SOQ.

II. Clarifications:

The following are questions and answers, changes, and clarifications for reference and should be acknowledged:

Q1: *The front cover of the RFQ indicates that the project title is “Downtown Streets Reconstruction Drainage Master Plan Professional Services” but page 14 of the RFQ lists the project title as “Downtown Streets Reconstruction Phase III – Drainage Design Feasibility Study – Professional Services.” Please clarify which title we should use on our SOQ and the associated label?*

A1: Please use “Downtown Streets Reconstruction Drainage Master Plan Professional Services” for this SOQ.

Q2: *Page 7 of the RFQ states that the deadline to submit questions is April 7, 2016 at 5:00 pm but page 11 indicates that “any inquiry must be submitted at least ten (10) days before the submittal due date and time,” which would be April 5th. Please clarify the deadline to submit questions to the City?*

A2: This was clarified in the pre-submittal meeting. The deadline to submit questions is April 07, 2016 at 5:00 p.m.

Q3: *Page 9 of the RFQ states that the responses should use “no smaller than 12-point font.” Is it acceptable to use smaller than 12 pt font on graphics, charts, tables, or photo captions?*

A3: Please use no smaller than 12-point font everywhere within 10 letter size pages limit. The optional 11”x17” exhibits must have legible font size for labels (See Q6 & A6 below).

Q4: *Page 9 of the RFQ states that the submittal should be no more than “10 pages, excluding cover letter, dividers, and appendices.” Would a graphical front cover with SOQ title, date, proposer name, and photos be excluded from the page count? Would a solid color, blank back cover be excluded from the page count?*

A4: The front cover and back cover will not be counted towards 10-pages limit.

Q5: *On Page 15 of the RFQ, the section called Experience and Qualifications of the Firm/Team, part 1 states that respondents are to supply “at least three owner references with contact names, email addresses, and phone numbers for each of the projects listed.” Did the City mean to say respondents are to provide a minimum of 3 client references **total** for this section, rather than 3 or more per project?*

A5: The intent is to have at least one verifiable reference for each of the listed project.

Q6: *Can you please clarify what we are and are not permitted to include in the five pages of exhibits in the Appendix.*

A6: This was clarified in the pre-submittal meeting. The City is now allowing up to five optional 11”x17” size exhibits for representation of alternatives, aerials, topographical representations, site pictures, or other graphical information. This must not include any tables or texts except legible labels.

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Acknowledgement of Addendum

Addendum Number: 1

Date Issued: April 08, 2016

Consultant's Signature & Date

Company Name

Note: A signed copy to this addendum acknowledgement must be included with the Required Forms as part of the Consultant's SOQ proposal.