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ADDENDUM #1  
REQUEST FOR QUALIFICATIONS #22-21

On-Call Landscape Architectural Design Services for Athletic Fields & Parks

THIS ADDENDUM IS TO: ANSWER THE QUESTIONS BELOW:

**Q1. Will this contract be awarded to one applicant or are you planning to award to multiple consultants to serve as on-call designers?**

**A1. It is the city's intent to award this contract to more than one designer.**

**Q2. If the applicant does not offer all services listed under Basis Services on page 8 in house, is it expected that they will submit a team with all services as part of this submission, or may sub-consultants be determined on an as-needed basis for each project after a landscape architect is given the contract?**

**A2. The contract does not require all services to be provided by "in house" staff of a particular designer. However, sub consultants must be listed in the proposal. The city will not award a contract without a list of potential subconsultants. All subconsultant expenses and fees shall be the responsibility of the designer.**

**Q3. Please clarify what tasks are to be included under Basic Services. Page 5 and Page 8 include Tasks 1-2, but Page 9 indicates Tasks 2-5 as Additional Services.**

**A3. Page 5 states that tasks 2 and beyond are subject to approval and are those additional services upon request. Basic Services include only task 1 – preliminary design. Please disregard the minor typo on the BASIC SERVICES heading on page 8. It should only say Task 1, not Task 1 & 2. Please provide hourly rates for in-house staff and any subconsultants.**

**Q4. Page 11 requires "time allocation toward projects", but the Price Proposal Form (page 15) does not breakdown the 4 sites separately. Please confirm whether separate pricing is required for individual sites, or if it is the City's intent to group sites into one or more contracts. It is unclear how much scope the City intends to award to individual firm(s).**

**A4. When submitting its Price Proposal, the designer will need to provide approximate percentages of staff time, within the design team, that will be allocated toward the contract. Hourly rates for members of the design team should be included in the Technical Proposal, not a lump sum. It is the City's intent to group sites into one or more contracts.**

**Q5. The 3 categories on Page 15 Price Proposal do not match the Tasks described under Basic Services, and include scope previously noted as Additional Services. Please confirm what Tasks are required to be included in the Price Proposal, and whether separate pricing/site is required (Question above).**

**A5. Please disregard categories 2 and 3 on page 15 of the Request For Qualifications (RFQ). The designer should provide a Price Proposal that includes staff/subconsultant rates in its Statement of Qualifications (SOQ).**

**Q6. On-Call agreements may include a wide range of projects over the term of the agreement and, therefore, pricing information requested for on-call agreements is typically limited to hourly billing rates for staff that may work on projects during the term of the agreement. The RFQ appears to request lump sum pricing for an undefined project, with hourly rates also requested. It is not possible to provide lump sum pricing for an undefined project. Please clarify the requirements for the cost proposal.**

**A6. The scope shown on the tasks is what is expected once designers have been interviewed and selected. Hourly rates for members of the design team and sub consultants should be included in the Technical Proposal. The city has identified 4 priority projects, which have been included under Appendix A of the RFQ. These are the four projects that will be assigned to one or more on-call designers. No lump sum will be required as part of the proposal but will be required as part of the contract approval process at a later date. The scope shown on the tasks is what is expected once designers have been interviewed and selected.**

**Q7. The RFP states it is for on call services, however a very specific scope was presented in the document. Could you please verify we are pricing the complete Scope as outlined in the document, or provide more details if that is not the case?**

**A7. The scope shown on the tasks is what is expected once the designers have been interviewed and selected. The tasks are typical expectations for project workflow but will fluctuate per project. However, the City expects pricing to follow a similar task structure as outlined in the RFQ. Designers should only provide hourly rates for their team and subconsultants in this proposal.**

**Q8. Since the deadline is approaching fast on this one while we await some clarifications for a large proposal effort, would the City consider a possible extension to the deadline?**

**A8. Unless the City receives no SOQs, the deadline will remain in place.**

**Q9. What specifically is needed for the drone pilot, would it be as part of your survey or progress shots during construction?**

**A9. Drone imagery will be used for both site analysis, existing conditions, and progress during construction. Before and after drone imagery will also be included in the scope of services.**

**Q10. We are looking for confirmation that the fee is for Task 1 and Task 2 for the 4 sites from their 3 year plan, and it is not other tasks or for the 2 additional sites included in their 5 year plan?**

**A10. Hourly rates for members of the design team, including subconsultants, should be included in the Technical Proposal. The City has identified 4 priority projects, which have been included under Appendix A. These are the City's top four projects that will be assigned to one or more on-call designers. Total price for tasks outline in the RFQ under basic services will be requested at the time of contract approval before the city council. If one or more designers are selected, each will need to provide a price for task 1 for the project sites assigned to it.**

**Q11. Page 5 and page 8 identify Tasks 1 and 2 as Basic Services. Page 9 identifies Task 2 and beyond as Additional Services and are excluded from the contact. And the Price Proposal identifies 1. Project Start-up, 2. Final Design Development, and 3. Construction Documents for Bid Package. Can you please clarify what tasks we should be submitting a fee for?**

**Should we submit a project understand and scope for these tasks?**

**A11. Please disregard categories 2 and 3 on page 15 of the RFQ. Tasks 2 and beyond are subject to approval. Additional services are upon request. Basic services include only task 1 – preliminary design. Please disregard the minor typo on the BASIC SERVICES heading on page 8. It should only say Task 1, not Task 1 & 2. Please provide hourly rates for in-house staff and any subconsultants. Total price for tasks outlined in the RFQ under basic services will be requested at the time of contract approval before the city council.**

All other terms and conditions of this bid remain unchanged.

**PLEASE ENSURE THAT YOU ACKNOWLEDGE ALL ADDENDA IN YOUR SOQ. FAILURE TO ACKNOWLEDGE ALL ADDENDA COULD RESULT IN REJECTION OF YOUR BID AS NONRESPONSIVE.**

Thank you.



Nicholas Read  
Chief Procurement Officer