



ADDENDUM NUMBER ONE FOR FY2017 A.S.

DATE: June 24, 2016

TO: ALL PROPOSERS OF RECORD

FROM: LYN MAJESKI, ACCOUNTING DIVISION MANAGER

BID FOR: REQUEST FOR QUALIFICATIONS ARCHITECTURAL SERVICES FOR VARIOUS PROJECTS

This addendum forms a part of and modifies the bid specifications for the above item currently due for submission by July 8, 2016 at 2:00 P.M. (local time) at the City of Oak Ridge, Central Services Complex, 100 Woodbury Lane, Oak Ridge, Tennessee.

ITEM 1 – Changes to REQUEST FOR QUALIFICATIONS (RFQ) INSTRUCTIONS

1. Section 1.2 Project Overview - second paragraph, first sentence: Replace the word “have” with “highlight.”

Currently Reads: “Firms should have experience in planning, programming, design...”

Shall now Read: “Firms should highlight experience in planning, programming...”

2. Section 1.3 RFQ Schedule and Proposal Submission –second paragraph, first sentence: Replace the words “the RFQ # and RFQ Title” with “the RFQ Title - Architectural Services Qualifications.”

Currently Reads: The name and address of the firm, the RFQ # and RFQ Title, shall be placed on the outside of the package.

Shall now Read: The name and address of the firm, the RFQ Title - Architectural Services Qualifications, shall be placed on the outside of the package.

ITEM 2 – Comments and Questions received from Potential Bidders

1. On page 4 of the RFQ it is stated that “Proposals **shall not exceed 15 pages**”. Are the “Front Cover”, “Table of Contents”, or “Back Cover” considered to be part of these 15 pages?

No, the front cover, table of contents, and back cover are not considered part of the 15 page limit.

2. Would it be alright to include information for both **Tab 4** and **Tab 5** (mentioned on page 6) on one page of the proposal document? Or do these need to be separated on separate pages?

Information on Tab 4 and Tab 5 can be consolidated to one page if it is more efficient. The separation of pages was thought to be more advantageous to firms looking to highlight team member availability and demonstrate thorough project related experience with work performed in the area.

3. Clarify the information needed in **Tab 4: Availability of Key Team Members for This Project, Including Response Time**. Are you specifically looking for a listing of each member’s workload during the period of July 2016 to June 2021?

No, Tab 4 was included as a measure for interested applicants to designate their availability to the City should they be selected. As projects may have expedited timelines or come to fruition more quickly than planned, the City has an interest in knowing the responsiveness of firms and their employees to the City’s needs. It is acknowledged that firms will have other ongoing non-city projects during the length of this contract, and how those outside agreements will affect City needs should be outlined.

4. Item 1.1 - Are we to understand that this is a 1 year contract that is renewable annually up to 5 years at the option of both parties?

Yes.

***** Acknowledge receipt of this addendum with your RFQ *****