

**ADDENDUM FOUR  
ON-CALL LANDSCAPE DESIGN SERVICES  
CONTRACT NO. S-16-011  
CITY OF CHATTANOOGA, TENNESSEE**

**The following is in response to Request for Information:**

**1. Question –**

For RFQ Item 3.4 City Supplied Services, does the City prefer to see acknowledgement of understanding this information in our response? Likewise for 3.6 Terms and Conditions and 3.8 Length of Contract?

**Response –**

The Review and Evaluation process for this RFQ is detailed in Section 4.3 – Selection Criteria. It is the responsibility of the submitting Consultant to acknowledge and understand the terms of the RFQ as it relates to this process so that the City has the appropriate documentation for review.

**2. Question –**

The RFQ states to only include resumes for three key team members of the project team including the project manager and all key technical personnel that are to be used. Would you like to see resumes for all key staff, or limit resumes to only three total?

**Response –**

The noted page requirement was established in this RFQ to limit the potential for enormous amounts of material during the review process. Although submittal reviewers are not obligated to review an exceedingly long list of resumes, you may include more than three. The quality (education and experience) of a few key personnel will outweigh the quantity of resumes. List all resumes in descending order of relevance or by some other visual cue so that your submittal makes it obvious which personnel will be spending the most time or be most instrumental in making recommendations and providing deliverables.

August 3, 2020

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/s/ Justin C. Holland, Administrator  
City of Chattanooga  
Department of Public Works