

ADDENDUM TWO
PROFESSIONAL SERVICES FOR ON-CALL BLANKET CONTRACTS
For
LANDSCAPE ARCHITECT (LA) DESIGN
CONTRACT NO. S-16-011
CITY OF CHATTANOOGA, TENNESSEE

The following changes shall be made to the Request For Qualifications:

I. Q&A

Q1. In addition to the 8 hard copies of the proposals, the electronic submittal is requested as a Word document. Will a pdf file be acceptable instead of Word?

A1. Yes, a PDF is sufficient.

Q2. The instructions say that the 30 page limit excludes the resumes of key project personnel. Are the resumes allowed outside of this page requirement limited to only the three key team members requested in Section 3.2 B? Or are the three key team members included in the 30 page limit, and additional team members are allowed outside of the page limit?

A2. The noted page requirement was established in the 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 from the prime and subcontractors, 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.

September 7, 2016

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