

ADDENDUM No. 1

RFP No. 20-27

ARCHITECTURAL CONSULTING SERVICES

Due: August 4, 2020 at 2:00 P.M. (local time)

The following changes, additions, and/or deletions shall be made to the Request for Proposal for Architectural Consulting Services, RFP No. 20-27, on which proposals will be received on/or before the date and time listed above.

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes two (2) pages.**

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document must be included in submitted proposal:

- **Attachment B - Non-Discrimination Declaration of Compliance**
- **Attachment C - Living Wage Declaration of Compliance**
- **Attachment D - Vendor Conflict of Interest Disclosure Form**

Proposals that fail to provide these completed forms listed above upon proposal opening will be rejected as non-responsive and will not be considered for award.

I. CORRECTIONS/ADDITIONS/DELETIONS

Changes to the RFP documents which are outlined below are referenced to a page or Section in which they appear conspicuously. Offerors are to take note in its review of the documents and include these changes as they may affect work or details in other areas not specifically referenced here.

Section/Page(s)

Change

Page 14

As provided in RFP No. 20-27 Document:

Section 3 – A. Professional Qualifications, Part 2:

Resumes and qualifications are required for all proposed project personnel, including all subcontractors. Qualifications and capabilities of any subcontractors must also be included.

As updated herein:

Section 3 – A. Professional Qualifications, Part 2:

Resumes and qualifications are required for all proposed project personnel **and are optional for subconsultants**. Qualifications and capabilities of any **subconsultants can be included but will be considered for informational purposes only**.

Comment: The intent with this change is to simply replace the unclear statement on Page 14 provided in the RFP Document with the clarified statement provided herein.

II. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: Would you like a fixed fee for 3 years or can firms identify an escalation for each year?

Answer 1: Fees submitted will be held for all 3 years of the contract.

Question 2: Would the City of Ann Arbor Parks and Recreation Department require the ability to assist in choosing teams for projects that require MEP, Structural or Civil Engineering? Does the city have preferred firms for these services?

Answer 2: This is optional and will be used for informational purposes only. Please only include subconsultant firms if you have a regular working relationship. Otherwise, the City will work with the prime consultant to select subconsultants that fit the needs of individual projects as needed.

Question 3: Due to the proposal page limitation, we would prefer to not include firm profiles and resumes for our subconsultants. Please confirm this information is not required for this proposal.

Answer 3: Subconsultant firm profiles and resumes are optional and not required. If provided, they will be used for informational purposes only.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.