

**RFQ FOR THE LOCKHART PARKS & RECREATION DEPARTMENT
GENERAL SERVICES CONTRACT**

**ADDENDUM
Answers to Questions**

The following questions were received prior to the 2 p.m. deadline on December 20, 2022. I am including answers to each question individually in **Red** below.

We are working on our SOQ, specifically our Resources to Complete the Project. Normally we would include a Letter of Bondability and a Statement of Insurance to demonstrate the financial health of our company. Would those documents count against the 8-page limit? Should we instead include the information in our response and provide those documents later as needed?

We do not require a Letter of Bondability or a Statement of Insurance at this time. It is sufficient to indicate that you have those items and can produce them at a later date as needed.

We have the following questions for the above RFQ:

1. Are the “Existing Facilities Overview and Inventory” and “Strategies for Replanning and Renovating Mature Parks” a 5-year update to the 2018 MP?

They are not a 5-year update to the MP...we are not requesting an updated MP. The 2018 MP is only provided as a reference.

2. Should consultants include potential partners and/or sub consultants covering the services listed in the RFQ (park renovation designs/plans, engineering, architectural, project management, and other relevant services) and/or will City consider hiring multiple firms from different disciplines?

The City is only interested in hiring one firm to manage our park renovation projects. If you are selected as that firm, we would expect you to source any work outside the scope of your expertise. If you feel it would strengthen your submission, please feel free to include potential partners or sub consultants.

1. Do we have to show the references in two different sections?
 - a. Team Experience and Project Success
 - i. Project references and current contact information for all references will be required.
 - b. Available Resources to Complete Project
 - i. This criterion should also show that the firm has enough resources to complete the project within the desired project schedule, including a past history of on-time performance (provide references with up-to-date contact info. please).

Would it be sufficient to provide the references in the team experience section?

We did not intend to seem redundant with these two criteria. Criteria “a” is intended to provide you the opportunity to showcase the accomplishments of the team members you plan to assemble for this project. Criteria “b” is intended to provide you the opportunity to showcase the track record of you firm. If the references you wish to include are the same for both criteria, there is no need to list them twice. There is also no penalty for listing them twice. It is simply a matter of formatting your

submission in such a way that clearly references the work of your individual team members as well as the overall work of your firm.

1. If the City requests personnel resumes demonstrating pertinent information for the PM and Support Staff, are they counted towards the page count? **Please do not include complete resumes for your staff. A list of relevant work is sufficient. If you are selected for the interview process, we may ask for additional information that could include more complete resumes.**
2. Do we have to follow the content order from *the* evaluation criteria section of the RFQ? Are we able to restructure the order of the soq so that Available Resources to Complete Project and Technical Innovation comes before the Project Approach section? **You may structure the order any way you please, as long as all sections are included.**

Regarding the RFQ for Parks and Recreation General Services Contract, will the awarded firm have an opportunity to review and provide exceptions for negotiations, if any, to the contract terms and conditions?

Yes, there will be a contract negotiation process once a firm is selected.

1. How will the City distribute the addendums?
2. How many projects does the City require? **There are 10 city parks of various sizes and a small trail system connecting 4 of them. I envision each park as its own project, albeit of different magnitudes.**
3. How many references does the City require? Is it sufficient to provide the following to fulfill the reference requirements? **We do not have a minimum required number of references.**
 - a. Client name, Contact Name, Phone Number, Email **This is sufficient.**
4. For the following criteria → Pertinent professional experience of the project manager(s) and supporting staff
 - a. Is the City looking for staff resumes? If so, would providing the staff's biography/experience suffice? Do we need to show the staff's project experience (i.e., sample projects) as well along with the biography? **Please do not include complete resumes for your staff. A list of relevant work is sufficient. If you are selected for the interview process, we may ask for additional information that could include more complete resumes.**