

Addendum #1

May 27, 2010

RFP #1202

1. In regard to “Estimate of Consultants fees” on page 7 of the RFP, are you looking to receive fees to perform the 6 services outlined under Part II Scope of Work on page 6 of the RFP or for the list contained in the Commercial Improvement Program sheet?

The fees should be applied to performing the services under Part II Scope of Work on page 6. Each project will have a not to exceed amount of \$3,000 for the design plan and up to \$25,000 in construction. The selected firm is expected to design a plan within the \$3,000 design budget.

2. Since there is not project specific scope identified in Part II Scope of Work, is an estimated “range of fees” acceptable with a qualified scope? We don’t know the magnitude or extent of the renovations until a project specific scope is identified.

An estimate is acceptable. Each project will have a not to exceed amount of \$3,000 for the design plan and up to \$25,000 in construction. The selected firm is expected to design a plan within the \$3,000 design budget.

3. Part III Proposal Content on page 6 states a limit of 20 pages for the proposal. We assume that this is to include only the Proposal Scope, fees, and approach/methodology? We will include firm collateral, qualifications, and team resumes, and schedule capabilities under the appendix.

Additional information not specifically requested in the RFP should be included in the Appendix.

4. In terms of “schedule capabilities” under Proposal Evaluation Criteria on Page 4, are you looking for a range of timeframes to accomplish the tasks noted under Part II Scope of work? Again since a project specific scope isn’t identified, it would be difficult for us to estimate the timeframe.

The proposal should include a typical schedule to complete the tasks listed under the Scope of Work.

5. What information, if any, would you like us to include for our engineering consultants? We did not see a request for this in the RFP, but we know for example if a project has a seismic retrofit scope, that we will require our Structural Engineer to assist us.

The RFP does not require for the proposal to provide information on engineering consultants. If you would like to include this information, you may do so by including it in the Appendix of your proposal.

6. The RFP states in Part I Introduction and Part II Scope of Work that we will be providing services to the Agency. The CIP indicates that the Agency will compensate property owners and/or business owners for architectural services. Will we ultimately be working for the individual property owners/business owners in this contract or will we work for the Agency?

The contract will be between the Agency and the selected firm. The selected firm will be working directly with the Agency to provide an initial design for each project. The design should be within the initial \$3,000 grant. In the event a design requires more than the \$3,000 amount, a separate contract may be executed between the selected firm and the applicant. Additionally, if construction documents are required, the selected firm will need to enter into a contract with the applicant for this work.