

May 20, 2022

**SOLICITATION ADDENDUM NO. 4
RFP 21-0030**

Architectural, Engineering, or Landscape Architectural Services
Landscape and Sports Facilities Master Contract

THE FOLLOWING CHANGES/ADDITIONS TO THE ABOVE CITED SOLICITATION ARE ANNOUNCED:

This Addendum modifies the Request for Proposal (RFP) document(s) only to the extent indicated herein. All other areas not changed or otherwise modified by this Addendum shall remain in full force and effect. This Addendum is hereby made an integral part of the RFP document. Proposer(s) must be responsive to any requirements of this Addendum as if the requirements were set forth in the RFP. Failure to do so may result in Proposal rejection. See the RFP regarding requests for clarification or change and protests of this Addendum, and the deadlines for the foregoing.

This addendum is to be acknowledged in the space provided on the Proposer Certification form supplied in the solicitation document. Failure to acknowledge receipt of this addendum may be cause to reject your offer.

The closing date **HAS BEEN CHANGED:**
The new Closing Date is May 26, 2022 at 2:00 PM Pacific Time

QUESTION: Is it acceptable to provide full resumes of our key individuals in an appendix that would not be counted towards the 10-page limit? This would be in addition to the personnel section that we understand is applied to the page count.

ANSWER: Full resumes in an Appendix will be counted toward the page limit

QUESTION: Will the references requirement presented in 3 separate forms be counted towards the 10-page limit are these 3 forms considered a part of the required forms that are not included in the 10-page limit?

ANSWER: References are not counted toward the page limit.

QUESTION: Can we provide more than 3 references?

ANSWER: Additional references outside what is requested will be counted toward the page count limit.

QUESTION: The requirements state hourly rates should be included in a separate packet. Does this mean we should we send this as a separate digital file or include it in the same digital file? If it is included in the same file, will it be counted in the 10-page limit?

ANSWER: Please send Hourly rates in a separate digital document within the same email of your proposal.

QUESTION: Can we provide a cover letter that would not be counted toward the 10-page limit?

ANSWER: A cover page is not counted toward the page limit.

QUESTION: Addendum 2 includes Attachment D **Current Contracts in Force**. Is Attachment D specific to projects we have only completed for BSD, and only as a prime consultant? Is four a minimum requirement, or is it up to four Contracts in

Force? Our company has more than four current contracts 'in force', so is there a preference to show our most similar current contracts with similar agencies?

ANSWER: **Current Contracts in Force do not need to be with BSD. It should be four current Contracts in force. There is a preference for comparable projects by size of contract and with a similar agency. The information is desired to establish the ability of the Proposer to meet schedules on work under contract.**

QUESTION: Addendum 2 includes *Attachment D Largest Similar Jobs You Have Completed in the Last Five Years*. Should the project examples we provide be those from our prime consultant experiences only?

ANSWER: **The projects identified should highlight the Proposer's ability to undertake significant projects and complete them on schedule and within budget to the extent possible. The projects identified should be based upon the Proposer's actions as a Prime consultant unless their role as a subconsultant exceeded 50% of the consultant fees paid.**

QUESTION: From a service provider standpoint, can you please elaborate how item 6 Continuing Obligation applies as service providers don't typically have any warranties, guarantees, maintenance, or parts.

ANSWER: **For a Services consultant, this would refer to completing obligations under the contract such as providing finished deliverables or attending meetings if required and paid for under the original contract, even if the contract had expired without renewal.**

QUESTION: Item 13.b. requires defense which is not insurable, can this be removed?

ANSWER: **No it cannot be removed – any claim under the Professional Liability insurance requires the Consultant to fully indemnify and defend whether it is covered by the insurance or not.**

QUESTION: Item 13.c. references 11 a. and 11 b., should this be 13 a. and 13 b?

ANSWER: **Yes this should read 13a and 13b – thank you for catching the typo we will correct the contract template.**

End of Addendum

