



**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL AND SPACE PLANNING SERVICES
ADDENDUM #2**

RFQ No. 14-003

Addendum #: 2

Date: February 24, 2014

Please note the clarification and/or additional information for the solicitation referenced above.

- 1. Q: What is the budget for this project?**
A: The project budget is estimated at \$25,000.
- 2. Q: Has an assessment of the facility needs by an A/E firm been completed?**
A: No. That is the purpose of this project.
- 3. Q: Which firms have you recently contracted with for other A/E services?**
A: Wiginton Hooker Jeffrey, P.C. Architects provided services recently.
- 4. Q: Can a firm meet with the City prior to the deadline of submittal?**
Q: No.
- 5. A: Can the response information required in Tab #3, 1.4.2 be combined with Work Samples required in Tab #7?**
A: Yes.
- 6. Q: What is the City's expectation regarding the number of meetings to participate in?**
A: The successful respondent can assist in determining the number of meetings required.
- 7. Q: What is the anticipated duration of this project?**
A: The City seeks completion of the project as soon as possible. The successful respondent can assist in determining the project timeline.
- 8. Q: Will any 3 dimensional images be required as part of the work product?**
A: No. But if available the City will appreciate the added visual support of 3 dimensional imaging.

9. Q: Can the City provide an inventory of available furniture?

A: A documented inventory is not available. A visual inspection by the successful Respondent of the spaces in question should suffice.

10. Q: Can the City provide existing floor plan drawings? And if so, can they be provided in AutoCad?

A: Some floor plan drawings are available. They City is not sure they are available in any digital format.

11. Q: What are the City's requirements with respect to the use of certain modeling related software?

A: No requirements exist at this time. Digital files will be requested upon final delivery.

Approved by  _____

Joy Simonton, Purchasing Agent

By the signatures affixed below, Addendum No. 2 is hereby incorporated into and made a part of the above referenced solicitation.

ACKNOWLEDGED

Vendor

Authorized Signature

Date

RETURN ONE COPY SIGNED COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE WITH YOUR SEALED PROPOSAL. FAILURE TO DO SO MAY AUTOMATICALLY DISQUALIFY YOUR RESPONSE FROM CONSIDERATION FOR AWARD.