

Addendum # 1

Addendum Date July 1, 2016

Request for Proposals # 2721

Title Lynnwood Link Light Rail Consulting Services

Due Date ~~July 12, 2016, 2:00pm PDT~~ **July 25, 2016, 2:00pm PDT**

Contact Sarah Yeckley, syeckley@LynnwoodWA.gov

This Addendum #1 is produced to respond to vendor questions regarding this RFP.

1. What is the duration and anticipated budget for this agreement. Is it anticipated to be full time for the duration?
 - a. *The duration of the agreement is slated through the end of Q4 of 2017 with the potential for additional services through the end of Q2 2018 and beyond if Sound Transit elects to participate in expedited inspection services during construction.*
 - b. *We have not yet established a budget for this project.*

2. What is the organization or reporting structure?
 - a. *The City Coordinator on the Consultant Team will report to Dustin Akers, City Center Program Manager as the main City point of contact with additional support from Economic Development and Community Development staff. The City Coordinator is expected to manage its team and/or sub consultants and serve as a single point of contact to the City for the Consultant Team.*

3. Are there any page limitations on the SOQ?
 - a. *The optional Executive Summary/Overview of proposal has a two page maximum. There is no stated maximum page limit on the Proposal. Please see RFP 2721 Section 1.13 – Proposal Content Requirements.*

4. Please clarify the intent behind or meaning of Item 4(B) 3.
 - a. *A large portion of the Consultant Team’s time will be spent off-site immersed with Sound Transit staff and their Final Designers, with limited supervision and interaction from City staff. Describe how you will keep City staff fully informed on projects updates and outline your communications plan between City staff and your Consultant Team, including your proposed project reporting process.*

5. What documents are best and available to describe the agreements and impacts of LLE on the City?
 - a. <http://www.lynnwoodwa.gov/City-Services/Development---Business-Services/Current-Projects/LLE.htm>
 - b. *The City will be negotiating a Development Agreement with Sound Transit with planned completion timeframe of Q2 of 2017. The Development Agreement will outline all aspects agreed upon between the two parties related to timeline, mitigations, construction, permitting, design, and more.*

6. Please describe the intended contents of Sec. 1 & 2 of the SOQ other than the need to enclose the Cover Sheet with the Proposers Signature (see Item 1.13 on page 4)
 - a. *Sections 1 & 2 of the RFP provide information on how to prepare and submit the proposal, and how it will be evaluated and the resulting contract awarded. This includes the cover sheet which must be signed and submitted with the proposal, acknowledging the RFP and all Addenda issued have been examined and accepted.*

7. Who are the consultants that currently provide services to the City for the various disciplines anticipated for this agreement?
 - a. *There is not a comprehensive list of consultants who provide these services.*

8. Please provide a list of the firms that constitute the design and construction team under contract with ST for LLE
 - a. *Please contact Sound Transit for this information – contact is Gwen McCullough at gwen.mccullough@soundtransit.org. The City of Lynnwood does not maintain Sound Transit’s most current information.*

9. Would consultants working on other ST segments be considered to have a COI (conflict of interest) for this assignment?
 - a. *If you, as the Proposer, feel that there may be a potential conflict of interest with your participation in this project, we urge you to submit to us a detailed description of the specific scope of the previous or concurrent work and how it relates to the specific scope of work to be performed in this project. We will review that description and determine your firm’s eligibility to propose on this RFP. The City of Lynnwood’s written determination on that eligibility will be binding.*

10. The turnaround time for this SOQ is very quick. Considering the lack of information available and the shortness of time due to the holiday period, would the City consider an extension of 2 weeks?
 - a. *We have amended the closing date of this solicitation to July 25, 2016, 2:00pm PDT.*

11. If not, would the City consider acceptance of electronic submissions since this is a qualifications statement and not a public bid?
 - a. *Please refer to the instructions of RFP 2721 for proposal submissions.*
“Sealed Proposals are hereby solicited and will only be received by:
City of Lynnwood
Procurement & Central Services Division 19100 44th Ave West Lynnwood, WA 98036”

12. What is the funding source for this project? Are there DBE /WMBE/SBE requirements?
 - a. *The Funding Plan involves an Inter-Local Agreement between the City of Lynnwood and Sound Transit utilizing a reimbursement process. There have been no DBE/WMBE/SBE requirements identified by Sound Transit.*

All other terms and conditions of the solicitations remain unchanged