



## #3164 ON CALL PLANNING SERVICES ADDENDUM #4

Addendum #4 dated October 28, 2019 is issued to:

### A) ANSWER QUESTIONS RECEIVED REGARDING THIS SOLICITATION:

1. Does the 20-page limit apply to the entire submittal?
  - Only Section 3 is limited to 20-pages. The front and back covers, Sections 1, 2 and 4 and the list of possible subconsultants are outside of this 20-page limit.
2. Because the RFQ is requesting information on the lead consultant, any subconsultant information is not included in the 20-page limit, correct?
  - We do not wish to see subconsultant's information in the Section 3, 20-page limit. However, you may provide a list of subconsultants that may be utilized on an as-needed basis as attachment outside of the Section 3, 20-page limit.
3. Could you please clarify what you are looking for in terms of the "Design & Graphics" Section? Is the design and graphic experience in regard to public outreach?
  - We are looking for examples of graphics created to communicate planning concepts or proposals to the public. This can include renderings, boards, maps or other relevant documents for public information.
4. In the "Diversity, Equity & Inclusion" section, the RFQ requests experience demonstrating the ability to produce equitable outcomes. Could you please clarify what you mean by this?
  - We are looking for examples of experience working with diverse communities and producing plans that prioritize equity to improve outcomes for all. Experience should demonstrate cultural competency, ability to identify the root cause of inequities, sensitivity to vulnerable populations, and an understanding on the historic impacts of land use decisions on low-income and racially diverse communities.
5. Key Team Personnel and Experience and Qualifications Section. Are we to include ONLY staff from the prime firm here? What "goals" are you referring to in the list of items to include with each project?
  - For the Key Team Personnel and Experience, please provide Prime Firm information only. However, you may provide a list of subconsultants that may be utilized on an as-needed basis as attachment outside of the Section 3, 20-page limit.

We are referring to the goals of the relevant experience that demonstrates how you successfully completed the project's goals.



6. I just want to make sure that we should not be including any subconsultant qualifications in this submittal except to list them within the Firm Information Section as firms we may contract with should their expertise be needed on a specific task order?
  - Correct, please do not include your subconsultants in the 20-page limit. However, you may provide a list of subconsultants that may be utilized on an as-needed basis as attachment outside of the Section 3, 20-page limit.
7. Are we allowed to include a front and back cover in addition to the City's Cover Sheet? If yes, will they be counted as part of the 20 pages?
  - You may provide a front and back cover and they will not be counted towards your 20-page limit.
8. Are we allowed to include a cover letter outside of the 20 pages?
  - The 20-page limit applies to Section 3 information only.

All other terms and conditions remain unchanged.

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