



CITY OF VALDEZ
Project Title: Comprehensive Waterfront Master Plan
Project No.: 18-PH002

TO: All Recipients

DATE: September 24, 2018

SUBJECT: Addendum No.1

This two (2) page Addendum makes the following changes and/or clarifications to the RFQ:

Questions:

Question #1: Does the 12-page proposal limit include a cover letter and resumes? We had anticipated providing brief introductions to team members in the main body of the proposal and appending full resumes.

- **Response:** *The twelve (12) pages encompass the body of the proposal. Cover letter, dividers, front and back covers do not count toward the 12 pages. You are welcome to add full resumes in an appendix but must be limited to one page per individual. Please be concise and use the 12 pages to illustrate how your firm can provide value to the City of Valdez.*

Question #2: Please clarify what you would like to see in response to these two bullet points, particularly the highlighted criteria.

- *A list of personnel that will be working on the project with license numbers, contact numbers, project histories, and resumes. Project manager and team general experience and qualifications.*
- *A detailed description of the project manager and team member's individual experience and experience working together on previous similar projects. Project manager and team specific experience.*

Does the first refer to general professional experience/qualifications while the second is calling for experience working together on specific waterfront planning projects?

In the first item, is "team" experience intended to mean individual members or the firms that make up our team?

- **Response:** *Correct. We are looking for individual credentials followed by examples of similar master planning efforts. We are looking to select the best team with a proven track record of successful waterfront master planning. We would like to see examples of where your teams have triumphed and made significant impacts to communities after plan implementation. "Team" may incorporate in-house members and outside consultants as needed.*

For the Project manager we are looking for you to identify the single point of contact for the project. Who will interface with the City and public on this effort?

Question #3: Will individual sections be weighted for evaluation?

- **Response:** *No, each proposal will be evaluated in its entirety and the overall impression and qualifications will be the basis for selection.*

End of Addendum