



April 1, 2015

TO: PROSPECTIVE PROPOSERS

**Request for Proposals for Architectural Services
(City of Alameda, dated March 27, 2015)**

ADDENDUM NO. 1

Addendum No. 1 is hereby issued to clarify information in the Architectural Request for Proposal (RFP) as follows:

1. TEAM

For this RFP, "Team" refers to a group of technical professionals that the proposer has selected to cover all items in the Scope of Services. If the full scope cannot be provided by in-house personnel, then the proposer is expected to obtain services from professionals in other consulting firms. These subconsultant professionals are also considered to be team members. The City will not likely be using the full team at any one time, but expects them to be available during the term of the contract, through the single coordinating manager in the proposer's firm.

Specifically, the proposal format (Section III of the RFP) should include:

- A. Description of the organization, management, and team members: Provide information on the team members, the team members' companies, and the management structure among the team members.
- B. (not used)
- C. Organization Qualifications: Provide organization qualifications of the proposing firm and any subconsultant firms that provide team members.
- D. References, Related Experience and Examples of Work: Provide items listed for all of the team members proposed.

Specifically, the selection process (Section IV) of the RFP) will include:

1. Ability of the Firm to Carry out and Manage the Proposed Project – this addresses the proposing firm, as the overall team manager.
2. Capabilities of the Consultant Team Members - the whole team
3. Proximity to the Project Involved for the Proposer and/or Team – the whole team
4. Willingness to Comply with the Proposed Agreement Terms – this agreement is just between the proposing firm and the City
5. Billing Rate – for the whole team

2. BUILDINGS

To get an idea of what buildings the City has, you can look at our ADA transition plan, http://alamedaca.gov/sites/default/files/document-files/files-inserted/transition_plan_facilities.pdf , not including items 1, 3, 9, 10, 51, and 52, which are handled by other City entities. This is shared with you not as a proposed scope of work, just as a document with floorplans of all of the City buildings.

3. SIZE

Typical on-call contracts are for several small projects per year, rather than one large project. In the past, our architectural needs have included remodeling of existing buildings, such as kitchen and bathroom renovations, ADA upgrades, and HVAC upgrades. A large project, such as a library major remodeling, new park, or new fire station, would be under a separate, stand-alone RFP.

If you have further questions, please contact the City in a timely manner, so that the answers can be delivered to all potential proposers.

APPROVED: 

 Laurie Kozisek
 Acting Senior Engineer

4/2/15

 Date



Receipt is hereby acknowledged of Addendum No. 1, Request for Proposals for Architectural Services, City of Alameda, dated March 27, 2015

Firm Name

Date: _____

By: _____

NOTE: THIS COMPLETE ADDENDUM, SIGNED AND DATED MUST BE RETURNED WITH YOUR PROPOSAL.