



City of Hollywood, Florida

PROCUREMENT SERVICES RM. 303
P. O. Box 229045 ZIP 33022-9045

NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN, that the City Commission of the City of Hollywood, Florida is advertising for Sealed Request for Qualifications, which will be received by the City Clerk of the City of Hollywood, Florida until **3:00 P.M., November 6, 2014**, at which time they will be opened and publicly read in the Procurement Services Division, Room 303, City Hall, 2600 Hollywood Boulevard, Hollywood, Florida. FOR: **Continuing Contract for Architectural Design Services (PW14-016)**

RFQ NO. 4436-14-RD
ADDENDUM NO. 1

Please make the following changes (additions, deletions or corrections) in the above named RFP.

Questions submitted in regards to the above RFP and corresponding answers:

Q1: Are we required to include sub-consultants for services that we cannot provide in-house?

A1: **Sub-consultants for services that you cannot provide in-house should be included in the submittal. The selection of the Architectural firm however does not guarantee that the services of the sub-consultants will be utilized.**

Q2: If so, are we required to submit a 330 for each sub or can we combine them under one?

A2: **A 330 for each sub-consultant should be included.**

Q3: Are looking for a design team which includes engineering consultants or just qualifications for architectural services?

A3: **This is an RFQ for Architectural Services, that said it is understood that the architectural firm would have a preferred group of sub-consultants that they would prefer to work with and have a successful record of working together.**

Q4: If we are to submit with a design team can we include a firm that currently has a continuing contract with the City/

A4: **Your submittal can included sub-consultants that currently have a continuing contract with the City.**

Q5: Is it permissible to print on both sides of the paper?

A5: **It is permissible to print on both sides of the paper provided that the binding is such that it is easy to view the back side of the page.**

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Q6: Are soft cover bindings for original and copies acceptable?

A6: Soft cover bindings are acceptable.

Q7: When putting my team together are you looking for a full Architectural and Engineering Team, or just Architectural Services? Other than mentioning Testing there isn't any mention of services other than architectural.

A7: Please review the answers to Question #1 and Question #3.

Q8: Is there a page limit?

A8: There is not a page limit but the submittal should be concise.

All other specifications, terms & conditions remain the same.

MAILED RFQ'S

If you have already submitted your printed Request for Qualifications, it will be retained in the City Clerk's Office until the Proposal opening time and date. If you wish to pick up your RFP that has already been submitted, you can do so by showing proper identification, in the Office of the City Clerk, 2600 Hollywood Blvd, Room 221, Hollywood, Florida 33020.

Please sign and return with your RFQ.

COMPANY NAME:_____

PROPOSER'S SIGNATURE_____

Dated this 29th day of October 2014