



**HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT,
D/B/A PARK CITY COMMUNITIES
150 HIGHLAND AVENUE
BRIDGEPORT, CT 06604**

ADDENDUM # 2 – January 30, 2020

Architectural and Engineering Services

Solicitation Number: 136-PD-20-S

Solicitation Date: January 30, 2020

1. Questions asked via e-mail bids@parkcitycommunities.org:

Q1. #1: There appears to be 2 sets of instructions. Page 18 of the RFQ document states that "Qualifications should be limited to a total of 15 pages in not less than 11 point type (cover page, resumes and Section 3 forms are not included in the page limitation)" then goes on to list items 1 – 4. However pages 23 & 24 "Part III Submission Requirements" also list the same items 1 - 4 from page 18 in subsections 3.2 - 3.5 in addition to subsections 3.6 - 3.12 and there is NO mention of a page limit or font restrictions. Can you please advise us on which format we should follow?

A1. Please submit your Qualifications to the extent you feel it best represent your firm's interest. There will NOT be points taken for improper Font or if double spaced etc.

Q2. Page 24 item 3.9 RELEVANT AND PAST EXPERIENCE states Offeror(s) must complete the PCC Offeror's Proposal, Qualification Form and PCC Reference and Past Performance Form. NOTE: The Offeror's Proposal Qualification Form must be notarized. The forms that are included at the end of the RFQ document (pages 90 & 91 of the PDF) appear to be blank pages with only a header stating what they are but there is nothing to fill out. Could you please provide a list of what forms are to be included in our submission and the proper documents to fill out. Also are these forms going to be included in the overall page count if there is one.

A2. Please indicate on your form submission that you believe there is something missing. Points will NOT be taken for forms not submitted because they were not supplied. This would be considered a technicality and will not cause a loss of points.

If the documents become essential to a final decision, you will be given the opportunity to include missing doc.

Q3. I am a bit confused on how the subject response should be tabbed within the binder. Do we follow the Checklist and create Tab A, B, etc. or should tabs be created as 3.2 as Part III submission requirements show?

A3. Follow the checklist, create tab's (e.g. A, B, C, etc.)

Q4. Are we only required to submit tabs A through I now and those who are shortlisted continue to submit the remaining tabs (J through S)?

A4. No, please submit A through S. If form does not apply, please not N/A. Do not leave blank.

Q5. If we are required to submit all tabs A through S, where can we find forms mentioned in tabs J through S. (Exhibits A though J)? They were not included in the packet we were given.

A5. Complete solicitation package was sent out with Addendum #1, January 27th.

Q6. If we have to submit tab J, is the fee proposal to be based on hourly rates per key personnel

A6. Yes

Q7. Would we have to include all engineers as one group in our RFQ?

A7. No, Please separate list of disciplines, name of key personnel, and role in this contract.

Q8. Do you require the submission of Form-330 as well?

A8. No

Q9. We noticed that a few of the tabs are a bit redundant:

E - Team experience and qualifications and, G - Staffing and Qualifications/Resumes/List of Key Personnel, H - Sample of relevant material and, I - Relevant and past experience

A9. Please still submit as per request.

2. Except as provided herein, the terms and conditions of the original solicitation shall remain unchanged and in full force and effect.

END OF ADDENDUM #2

Please sign this addendum and acknowledge receipt on the acknowledgement of addenda form to be returned with your proposal.

Signature:

(Authorized Signature)

Typed Name and Title

Name of Firm

Date

Date Issued: February 03, 2020