



400-2025 ADDENDUM 2

CONSULTANT SERVICES FOR AFFORDABLE HOUSING POLICIES & INCENTIVES STUDY

URGENT

PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE BID/PROPOSAL

ISSUED: May 29, 2025
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THIS ADDENDUM SHALL BE INCORPORATED INTO THE BID/PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS

Template Version: Add 2024-02-01

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid/Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 10 of Form A: Bid/Proposal may render your Bid/Proposal non-responsive.

PART B – BIDDING PROCEDURES

- Revise: B6.5 to read: Proposal format, including number of pages, size of pages and, font, etc., **will be regulated to the page requirements below in B6.5(a) and (b)**. The Proposal should contain a table of contents, page numbering and should be in the Sections identified above. Proponents are encouraged to use their creativity to submit a Proposal which provides the requested information for evaluation and other information which illustrates the strength of their proposed solution.
- (a) The main proposal should be no longer than 50 pages, excluding appendices;
 - (b) The Proposal should not exceed 100 pages, including appendices: and
 - (c) **Pages should be 8 1/2" x 11" with one-inch margins, and font should be Arial 10 pt.**

QUESTIONS AND ANSWERS

- Q1: Item B10.1(a) of the RFP requests that the proposal include "details demonstrating the history and experience of the Proponent... in providing... design...". Additionally, references to "design" (B10.2(d)) and "designer" (B11.3) appear elsewhere in the document. Could the City please clarify whether demonstrating design experience or including designers in the team is a requirement for fulfilling the scope of this RFP?
- A1: The reference to the word design is used in the legal sense. "Design" (B10.2d) would refer to the experience of consultants in designing the methodology for a project, not in urban design itself. "Designer" (B11.3) could refer to experience in the consulting, not design itself
- Q2: Item B11.4(d) requires the submission of two current contacts, including telephone numbers and email addresses, for each reference project. In some cases, identifying two current contacts is not feasible due to staff turnover within client organizations. Would the City consider accepting a single contact per project in such instances?
- A2: The requirement is to provide two names. In the event that contact information is not available, please indicate this, including the reason, in your submission.
- Q3: Item B16.3(f) requires proponents to complete the Accessible Customer Service online training. Could the City please confirm whether proof of completion must be submitted with the bid, or if it can be provided post-award?

A3: This can be provided post-award.

Q4 On page 2 of the RFP under Proposal Submission, B6.5 it starts by saying the proposal format, including number of pages, sizes of pages, and font, etc will not be regulated. However, subpoints a) and b) say: The main proposal should be no longer than 50 pages, excluding appendices; and The Proposal should not exceed 100 pages, including appendices. Would you please confirm that our response should be restricted to 50 pages for the main proposal and 100 pages for the entire proposal including appendices?

A4: See revision to B6.5 above.