



The City of Seattle

Department of Finance and Administrative Services (FAS) for
The Department of Education and Early Learning (DEEL)

RFQ# CDCM 2019-04

NOTE: This Addendum is comprised of the PowerPoint shown at the 5/30/19 pre-submittal meeting, the Q&A below and the event sign-in sheets.

ADDENDUM #1

Questions and answers from RFQ Pre-Submittal Meeting May 30, 2019

- 1) *Does DEEL try to target the "STARS" program?*
 - a) No. The STARS program is more relevant to professional development and not directly related to facilities improvements.
- 2) *Will you only accept 5 hard copies in person?*
 - a) Yes, no electronic submittals will be accepted. The selection panel will be between 3-5 people, and each person will need a submittal for review
- 3) *Regarding subconsultants; do you want us to state the subconsultant(s) up front or later?*
 - a) The value of the contract(s) is below the threshold that requires an Inclusion Plan, so while inclusion is an important aspect of all city work, prime consultants do not need to name a subconsultant team up front in the submittal response. You can disclose them later if used.
- 4) *Explain the \$75,000 contract maximum.*
 - a) Based on the previous program outcomes, this contract amount is expected to be adequate since each individual work order is unusually within the \$5-10K range. This could be re-evaluated if the demand is higher than expected.
- 5) *By working on these projects, you're not excluded from working on other RFQs?*
 - a) Correct. Selection for this contract does not preclude firms from pursuing other RFQs.
- 6) *Have you been talking to land use folks about parking, parking zones requirements?*
 - a) No. That is not expected to be relevant to this RFQ.
- 7) *Regarding the posted sample agreement, do I understand correctly that if a prime consultant has subconsultants, they must be paid within 30 days, even if it's before the prime gets paid by the city?*
 - a) The city intends to pay all its consultants, vendors and contractors within 30 days of receiving a properly prepared invoice. The city *does* require payment of invoices to subs at all tiers within 30 days and recognizes sometimes that may be before you have been paid. However, we do not believe this is the norm. ***(Please note this answer is different from that given in the actual meeting).***
- 8) *Will the slides be available publicly?*
 - a) The PowerPoint presentation will be posted to the eBid Exchange solicitation.