



## The City of Seattle

Department of Finance and Administrative Services (FAS)  
Capital Development & Construction Management (CDCM) Division

**REQUEST FOR QUALIFICATIONS**  
**Architectural/Engineering Consultant Services**  
**Seattle City Hall Plaza Restoration**  
**RFQ# CDCM 2019-01**

---

***NOTE: This Addendum documents additional questions received after the 6/12/19 pre-submittal meeting, and before the 6/19 close of business deadline for Q&A and continues the numbering from Addendum #1.***

### **ADDENDUM #2**

- 6) *In RFQ Section 3, item #7, can you please clarify the meaning of “design advisory consultation”?*
- a) The design advisory consultation is intended to describe a design professional having the ability to support the Owner and provide professional expertise and guidance where required in decision-making.
- 7) *Regarding references, should we verify availability of our references within a certain timeframe of when they should expect to be contacted?*
- a) You might give your references a “heads up,” but we will provide more detailed instructions to the shortlisted firms at the appropriate time.
- 8) *Please clarify what is required for the second bullet in RFQ Section 6A: “The identification of the members of your team. A description of the specific qualifications of the team and individuals as they related to the project.” Is the intention to include an organizational chart, resumes and project example cut sheets in this section? Or, should resumes and project examples follow the Executive Summary of Qualifications?*
- a) Many firms will include an org chart in their response, though it’s not required. However you decide to convey information about your firm’s staff members that will work on the project is up to you. Further, however you decide to convey information about the members of your subconsultant team outside of the (mandatory) Inclusion Plan is also up to you. We assume each prime is vetting their subconsultant team for qualifications according to your own standards.
- 9) *Does the page count exclude the questionnaire and inclusion plan?*
- a) The page count of (20) pages (40) surfaces should include all materials from the submissions including all of the required forms.