



The City of Seattle
Department of Finance and Administrative Services (FAS)
Capital Development & Construction Management (CDCM)

ADDENDUM 1

Questions and Answers for Accessibility Consultant Services RFQ# CDCM 2012-02

Q. In the Request for Qualifications, page 1 of 10, SCOPE OF WORK, is there a list of projects/buildings available to review?

Answer: No. The Dept. of Finance and Administrative Services acts as building owner for the City's fire stations, police stations, downtown core office buildings, and shops and yards facilities, so those are the building types our projects pertain to. Our projects can range from a small tenant improvement in the Seattle Municipal Tower, to HVAC or roof replacement projects, to the renovation or replacement of a neighborhood fire station. A typical project may be a small remodel of a neighborhood fire station.

Q. Has an initial ADA facility report been completed or will that be a part of the consultant's scope of work? If one has been completed, is it available for review?

Answer: Initial ADA facility reports have not been completed for our buildings. The scope of work for this RFQ does not include a comprehensive ADA facility report. The projects being contemplated for this scope of work are not remodels aimed solely at bringing the buildings up to 2010 ADA standards, but rather are funded for other program needs and will likely have some work aimed at increasing the building's accessibility.

Q. There are 5 items under 4. MINIMUM QUALIFICATIONS. Are we required to have a business license with the City of Seattle at the time that we submit? It does state that if selected, we must immediately obtain a license.

Answer: You don't need a business license with the City of Seattle to submit. You do need a City of Seattle business license if you are selected for a contract.

Q. We are required to provide references. Are we also encouraged to submit letters of recommendation?

Answer: You may submit letters of reference if you wish.

Q. Regarding the section on SUBMITTAL FORMAT, is there a standard format for RFQs the City requires as it relates to paper size, binding requirements, number of copies, margins, etc.?

Answer: There is no standard format with regard to binding, or margins. Paper size is assumed to be 8 ½ X 11 inches. Page 3 of 10 (Sec. 6) states the requirement of 4 hard copies.

Q. Do you wish an electronic copy of the RFQ or just hard copies?

Answer: Only hard copies will be considered responsive and accepted.

Q. If possible, can we view past submittals from other RFQs that would help us?

Answer: This is the first time the City of Seattle has requested qualifications for this type of work scope. Usually we request qualifications for building design and engineering services. We do have some of



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those on hand, but they may be of limited use to you. You may contact the RFQ Project Manager Teresa Rodriguez at 684-0156 if you wish to make an appointment to see them.

Q. Has the city used a contract like this in the past to provide this type of service?

Answer: No. This will be the first time the City has used a separate consultant for this kind of construction inspection. More typically, we rely on our consultant architects, who have the responsibility to assist us in meeting all laws and codes, to ensure this kind of compliance.

Q. Regarding the format of the submittal, are we limited to one page each for the four minimum qualifications items listed, or are we to provide a one page summary that indicates how we meet all four qualifications?

Answer: Responders should provide a one-page summary that lists all four of the minimum qualifications, not one page for each item.

Q. Regarding review of construction documents in the scope of work section, please clarify the sentence "The Owner will employ a separate consultant to review project design documents for compliance with ADA 2010..."

Answer: Your review is not intended to be an exhaustive analysis of the documents for compliance with the 2010 ADA Standards. Rather, it is intended to place responsibility on this consultant for reading the plans and specifications and familiarizing themselves with the project.