

City of Franklin Addendum No. 1 to

Purchasing Office Solicitation No.: 2020-008

1. Solicitation identified: This Addendum No. 1 applies to the following procurement solicitation:

parks design and consulting services

Purchasing Office Solicitation No.: 2020-008

2. Legal notice publication date: **August 22, 2019**
3. Request for Qualifications release date: **August 22, 2019**
4. Deadline for optional submittal in writing of questions of a non-procedural nature seeking to clarify or revise any aspect of this procurement solicitation: **September 17, 2019, 2:00 p.m. Central Time**
5. Addendum No. 1 release date: **September 17, 2019**
6. Response submittal deadline and scheduled opening: **September 26, 2019, 2:00 p.m. Central Time**
7. Tentative date of release of City's tabulation of response submittals received and notice of intent to select as eligible: **October 18, 2019**
8. Tentative date of selection as eligible: Meeting of Board of Mayor and Aldermen at which is tentatively scheduled to be selected as eligible the one or more responsible respondents that submit the responsive submittals that best meet the needs of the City: **November 12, 2019**
9. Target effective date for term of eligibility: **date of selection as eligible**

10. Addendum:

In reference to the City of Franklin's August 22, 2019 Purchasing Office Solicitation No. 2020-008 for the supply and delivery of parks design and consulting services, the City has been asked certain questions about the solicitation by one or more vendors who are potential respondents.

The purpose of this Addendum No. 1 is to announce the City's responses to the questions that have been asked to date.

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Please note that the response submittal deadline and scheduled opening of all response submittals received remains unchanged and is:

September 26, 2019, 2:00 p.m. Central Time

Below are the questions asked to date and the City's responses thereto:

Q1: Will the City be holding a pre-proposal meeting?

A1: The City is not soliciting proposals. Instead, the City is soliciting statements of qualifications for parks design and consulting services. No pre-submittal meeting is planned.

Q2: For the RFQ, my firm provides Landscape Architecture, but not Architecture or Civil Engineering. Do I need to team up with another firm or firms to pursue this RFP?

A2: No, firms may submit for any or all categories. For example, your firm may submit for just landscape architecture and it will not be counted against you.

Q3: Would the City be willing to have a question-and-answer meeting to review the request for all interested parties?

A3: No, the City declines to have a question-and-answer meeting to review the request for qualifications for all interested parties.

Q4: Can you please clarify the comment "There shall be two (2) clearly identifiable subsections per category with in this section" from 12.6.B ("Understanding and Approach") subsection 1? Should the two subsections be the two sections that follow (12.6.B 2 and 12.6 B 3) which, in summary, would be (1) our understanding of the City's needs and (2) our approach?

A4: The answer to the second question is yes.

Q5: Does the City have a preference as to whether we join forces with other subconsultants in order to create a strong team (i.e. LA, engineer, architect)? Or is that not what the City wants?

A5: The City has no preference. Please see A2 above.

Q6: Can we have resumes as separate attachments? The three-page maximum on Section A is very limiting. Can we write a cover letter separate that doesn't count towards the page limit? Can we have a cover as well that doesn't count?

A6: Yes, resumes may be included without counting against the three-page maximum that applies to section 12.6.A of the request for qualifications. Cover letters for the entire submittal would not count against listed page limits.

Q7: Can you clarify what information you would like us to submit to "Provide evidence of the firm's financial wherewithal to perform the services anticipated by the Request for Qualifications"? (Ref Item #12.6.9 from Information required to be included in response submittal)

A7: The City seeks evidence that the firm is financially stable and likely to remain in business during the term of eligibility anticipated by the request for qualifications.

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The strength of the evidence the firm chooses to provide will be evaluated by the City. Examples of evidence of the firm's financial wherewithal include the firm's most recent annual financial report and/or financial audit or excerpts thereof, when the firm was founded or established, a description of the current ownership structure, the tenure of current management, the current number of full-time employees, annual revenue for the most recently completed fiscal year, the firm's current short- and long-term bond rating (if applicable), and/or a recent letter from the firm's bank or other financial partner commenting on the firm's financial wherewithal.

Q8: Please confirm that we only need to submit qualifications for our own firm the identified services, and we do not need to submit qualification for possible subconsultants. It is our understanding that the City may assemble a multi-disciplinary team from pre-qualified consultants. However, since this is a five-year eligibility for projects to be determined, it appears that we are not required to submit qualifications for sub-consultants that may or may not be required if a project is assigned to our firm?

A8: The City is not asking through this request for qualifications for subconsultant information. The City anticipates the following possible scenarios during the term of eligibility anticipated by the request for qualifications, with the scenario to be selected by the City on a project-by-project basis as projects are scheduled:

- Selected firms would stand alone for specific services pertaining to a particular project for which the selected firm has been engaged.
- Selected firms would assemble one or more subconsultants for specific services pertaining to a particular project for which the selected firm has been engaged.
- The City would assemble selected firms into teams for a particular project, possibly with the selected firms assembling one or more subconsultants for specific services pertaining to the aspect of a particular project for which the selected firm has been engaged.

Regardless, any Professional Services Agreements executed during the term of eligibility for services anticipated by the request for qualifications would be by and between the City and the respondent to the request for qualifications and not with any subconsultant.

Q9: Will you consider expanding on the allowable page limit outlined in section A on page 6? If not, can resumes be excluded from this page limit?

A9: No to the first question but yes to the second. Please see A6 above.

Q10: Just to clarify, you want only one copy for the submission and you will only accept it printed in black and white ink?

A10: As indicated in provision 9 of the Instructions for Response Submittal, please submit one (1) set of submittal documents on paper with original signatures. No duplicate copies, either printed on paper or in electronic or digital medium, are required. As indicated in provision 10.e of the Instructions for Response Submittal,

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submittal documents shall be printed using black or other dark ink on white or near-white 8.5-inch by 11-inch standard-weight office paper (except any pre-printed documentation which may use colored ink but which shall still be printed on white or near-white 8.5-inch by 11-inch standard-weight office paper).

Q11: Page 6 of 18, 12.6, Item #9 – will a statement from our financial partner suffice regarding firm's financial wherewithal to perform the services anticipated by the Request for Qualifications?

A11: Please see A7 above.

11. Acknowledge addendum: Respondents shall acknowledge this addendum on the Response Submittal Form in the space to the right of the text on that form that reads, "Acknowledge any and all issued addenda to this solicitation."
12. Questions seeking to clarify or revise the procurement solicitation: Questions seeking to clarify or revise any aspect of the procurement solicitation shall be submitted by contacting:

City of Franklin Purchasing Office
Franklin City Hall, Suite 107
109 3rd Ave. South
Franklin, TN 37064
purchasing@franklintn.gov
Tel: 615/550-6692
Fax: 615/550-0079

Such questions of a non-procedural nature shall be submitted before the deadline for optional submittal in writing of questions of a non-procedural nature seeking to clarify or revise the procurement solicitation.

Such questions of a procedural nature may be submitted either before or after the deadline for optional submittal in writing of questions of a non-procedural nature seeking to clarify or revise the procurement solicitation.

Depending upon the inquiry, the City may request that the question seeking to clarify or revise any aspect of the procurement solicitation be submitted in writing, and the City may choose to announce, typically in the form of an addendum, both the inquiry and the City's response thereto.

13. Communication with City during procurement phase: Any questions seeking to clarify or revise any aspect of the procurement solicitation should be addressed to the City as described above. Until the procurement award has been made, suppliers / service providers shall not communicate about either the content of or the procurement process pertaining to this procurement solicitation with any official, employee or other representative of the City except through the City's Purchasing Office. The City reserves the right to disqualify any supplier / service provider that initiates unauthorized communication with the City during the procurement phase (that is, the period of time between when the procurement solicitation has been posted on the [Business Opportunities webpage](https://www.franklintn.gov) of the City's website (<https://www.franklintn.gov/>) and when the procurement award has been made).