



REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL DESIGN SERVICES FOR A RECREATION CENTER

Last Revised: 9/27/2023

QUESTIONS & ANSWERS

The following questions have been received from firms about the RFQ issued on September 11, 2023. Please review the information below before submitting your proposal.

1. **Q:** Do you have a budget in mind for this facility?
A: There is a \$14million base budget, the design committee and City Council may elect to change this as needed.
2. **Q:** How many RFQ copies should each firm submit?
A: Five (5) Hard Copies and One (1) Digital copy on a USB flash drive
3. **Q:** Page 4 mentions "Construction Procurement" as a service. Can you elaborate what is meant by this?
A: Developing Request for Proposals, overseeing the selection of contractors, drafting and awarding contracts.
4. **Q:** We typically do not contract Geotechnical Engineering and Survey services – would the City contract these directly?
A: Geotechnical Engineering and Survey Services are a required part of the services requested.
5. **Q:** Has the City decided on a delivery method for this project, e.g. CM at Risk, or hard bid?
A: Hard Bid
6. **Q:** Can you elaborate on the nature of the City's visit of the "showcase" project? For example, would you wish our staff to be present for the tour?
A: Architects and Engineers do not need to be present for tour of the showcase project.
7. **Q:** For submission, is it 10 pages front and back or 10 pages front only. Is 10pt. font acceptable?
A: We're really trying to encourage brevity to keep all information as relevant to recreation centers as possible. Front and back and 10pt font is acceptable.