



CITY OF DELRAY BEACH
100 N.W. 1st AVENUE, DELRAY BEACH, FL 33444

Solicitation Addendum

Addendum No.: 1

Solicitation No.: 2017-054

Project No.: N/A

Solicitation Title: Architectural Compliance Review Services

Addendum Date: April 19, 2017

Purchasing Contact: LingholmR@mydelraybeach.com

THE FOLLOWING ITEMS ARE MADE AND HEREBY BECOME A PART OF THIS SOLICITATION:

CHANGE TO:

SUMMARY, ITEM 9 RFQ SCHEDULE, TABLE 1

| ACTIVITY | DATE |
|---|--|
| Issue RFQ | April 10, 2017 |
| Deadline for Delivery of Questions | May 2, 2017, 5:00 p.m., ET |
| Due Date and Time (for delivery of Proposals) | May 9, 2017, 2:00 p.m., ET |
| Institute Cone of Silence | May 9, 2017, 2:00 p.m., ET |
| Phase 1 Evaluation | May 16, 2017 |
| Selection Committee Meeting – Technical Evaluations | May 23, 2017, TBD <u>1:00 p.m., ET</u> <u>City Hall</u> |
| Selection Committee Meeting – Interviews (if conducted) | May 31, 2017, TBD <u>9:00 a.m., ET</u> <u>Environmental Services</u> |
| Selection Committee Meeting - Final Evaluations | June 2, 2017, TBD <u>9:00 a.m., ET</u> <u>City Hall</u> |

CHANGE TO:

SECTION 2, ITEM 4(D) ORGANIZATIONAL STRUCTURE

ORGANIZATIONAL STRUCTURE

(limit 10 pages)

- i. Submit details of Proposer's staffing resources, ~~at the location that will provide services to the City~~ by discipline and the number of personnel within each discipline.
- ii. If Proposer's staffing resources includes subconsultants, submit the name of the firm(s) who will perform each discipline.
- iii. Submit an organizational diagram clearly identifying key personnel who are designated to provide services to the City. For each individual in the organization diagram, include each individual's name, title, firm and indicate their functional relationship to each other.
- iv. Provide a narrative detailing all key personnel's current workloads at the time of submission and provide a statement of the availability of each for the City's projects.

NOTE: Items that are ~~struck through~~ are deleted. Items that are underlined have been added. All other terms and conditions remain as stated in the RFP.

End of Addendum

INSTRUCTIONS:

Receipt of this addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the disqualification of Respondent's response.