

To: Prospective Bidders
From: Hampton Redevelopment and Housing Authority
Subject: RFQ Item #041310

**Request for Qualifications - Architectural/Engineering Services – Patterson Crossing
Addendum #1 – Responses to Questions**

The following questions have been received by Hampton Redevelopment and Housing Authority relevant to RFQ Item #041310 Request for Qualifications for Architectural/Engineering Services. Questions were obtained between the issue date of April 13th, 2010 and the question deadline date of April 22, 2010. Responses are included in red at the end of each question.

Question #1 Can the entire proposal be no more than 10 pages? Yes. Although, the RFQ states that the entire proposal should not be more than 10 pages, firms will not be penalized for exceeding 10 pages. If a firm wants to submit information that they believe is relevant, but not applicable to the categories in the RFQ, they may provide it but only as an appendix or addendum to the RFQ, as stated in Section VII of the RFQ.

Question #2 Do all HUD forms need to be signed and submitted? Yes. Firms should include all HUD forms in their proposal. All HUD forms that include a signature designation should be signed by the firm and included in the Section V of their proposal.

Question #3 Will the architect indicated on the conceptual design be eligible to submit a proposal? Yes. Although, the architecture firm indicated on the conceptual design will be eligible to submit a proposal, all firms have access to the same information included in the RFQ.

Question #4 Could you please provide clarification on “established timeframe” mentioned in Section VI, subsection C on page 7 of RFQ Item #041310. Although, an established timeframe was not indicated in the RFQ, maximum points will be given to those firms, who demonstrate through their submittal, the ability to provide services without delays due to lack of staff, current backlog, etc.

Question #5 There are a number of references to "HRHA Standards" and "HRHA Format". What does this mean? "HRHA Standards" refers to the cumulative standards and requirements required for this project such as those from VHDA, HUD, City of Hampton, etc.

Question #6 On Page 4, there is a reference to preparing CAD drawings for the as-built condition for each building. Is there a requirement for the design and construction documents to be on CAD as well? CAD is preferred but not required.

Question #7 In reference to Page 9 of RFQ (VII. Submission Procedures, Section 2) is it acceptable that within the 10-page proposal we provide a summary of the team’s key person for each discipline and then include their respective resumes within an appendix (each resume a maximum of 2 pages)? Since there is no penalty for submitting a proposal greater than ten pages, the resumes for the firm’s key person for each discipline, including the lead architect, can be placed in the body of the proposal (we recommend each resume be no more than 2 pages).

IT IS REQUIRED THAT ALL FIRMS RESPONDING TO THIS RFQ ACKNOWLEDGE THE RECEIPT OF THIS ADDENDUM BY FILLING OUT THE FIELDS BELOW AND SUBMITTING THIS ADDENDUM WITH THEIR PROPOSAL. PLEASE NOTE THAT NO QUESTIONS WILL BE RESPONDED TO AFTER 4:30 P.M EST, THURSDAY, APRIL 22, 2010.

Company Name: _____

Sign Name: _____ Date: _____