

<p style="text-align: center;">CITY OF SALEM - ADDENDUM #3 #T-14 ARCHITECTURAL SERVICES FOREST RIVER POOL & ASSOCIATED FACILITIES NOVEMBER 17, 2017</p>
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Please see the responses to additional questions that have been submitted for the above referenced project, and associated changes as needed.

1. In reference to the Request for Qualifications T-14 (Forest River Pool, Bathhouse & Associated Facilities), are you expecting Question 10 of the Standard Designer Selection Form to be completed and limited to 3 (front and back) pages in addition to a separate Project Approach as identified in the Technical (Non-Price) Proposal, or can we use Question 10 as our Project Approach and make reference to it being included in the Technical (Non-Price) Proposal and limit that to 3 (front and back) pages?
 - A. *Designers are encouraged to fill out the Standard Designer Selection as required, and then use their narrative to augment, highlight, or complement the Designer Selection Form.*

2. Shall a detailed schedule for Tasks 1-6 be included in the proposal or only through Task1?
 - A. *Please see page 35 of the RFQ, which states:*
“Proposers are encouraged to review that schedule and provide a detailed schedule for Task 1. Proposers should provide feedback on the remaining schedule. The Proposers may suggest variations to the schedule and the sequence of tasks to meet the goal of producing designs, cost estimates, and schedule at a sufficient level to submit to City Council in May.”

Therefore, details are not needed for all Tasks, but Proposers should provide feedback and discussion of the schedule for all the remaining tasks based upon their experience and the firm’s approach, such as what might affect the schedule and what has the firm accomplished on similar projects.

3. On page 27, the meeting requirements listed for Task 2 include items 1a, 1b & 1c. Are these typos that should be 2a, 2b & 2c? The meeting requirements are different than those detailed on page 24 for Task 1, also detailing subtasks of a, b, & c.
 - A. *Yes, a correction is needed.*
 - Please delete the following sentence on page 27 Section 3.6.2.5:
“~~The Designer should plan on a least one in person meeting for Task 1a, at least 3 in person meetings for Task 1b, and biweekly meetings for Task 1c-e.~~”
 - Please insert the following sentence in its place:
“The Designer should plan on a least one in person meeting for Task 2a and at least 3 in person meetings for Task 2b (which could be combined to cover Task 2c, d, and e). The Designer should plan on weekly conference calls as needed during Task 2.”

4. Will the consultant be responsible for creating a project website or will the City be responsible for creating a page and curating the content from the chosen consultant?
 - A. *The City has existing website and some other tools for communication (i.e. Building Salem Facebook page). However, this might not provide all the functionality and outreach needed for the project. Designers are welcome to review these to determine if they meet their needs. The City of Salem will not be creating any additional websites for this project on its own. Designers could propose their own website for use during the project for purposes of sharing files internally, public communication, and/or project coordination. As noted on page 20 of the Proposal, all public communications will need to be approved by the City.*
5. Shall the resumes and organizational chart within the DSB form be sufficient or shall they be repeated in a separate section for the team members?
 - A. *Those should be sufficient; however, the Proposers are welcome to augment or reference particular parts of the resumes or staff that are relevant to this project.*
6. Shall there be a separate References section or will references from the projects listed in Section 8 of the DSB suffice? If an additional section is required, how many references shall the City require?
 - A. *No, additional references are not needed, however, designers are welcome to note which of those references they consider more relevant for this particular project and to provide more information on the project that might be of interest.*