



## **ADDENDUM #1**

### **RFP #24-97800-CW-ARCHITECTDESIGN**

**DATE OF ADDENDUM: January 15, 2024**

This addendum shall be made part of the RFP documents and is issued to make additions, changes, or clarifications to the RFP documents.

1. Would we be able to show a range of fees for the Master Plan Rate?
  - ❖ We would accept a range of fees for the Master Plan; however, the range must be easily interpreted in order to evaluate alongside other submitted proposals effectively and efficiently. Fixed fee is preferred.
2. Would we be able to show a range of percentages for the fee on Regular and Assisted Projects?
  - ❖ Fees should be a fixed percentage. If the fee percentage changes based on project size, please indicate the various levels in your proposal.
3. On the Vendor Pricing Form there is a reference to hourly rates stated on the Proposal Form. There was no Proposal Form included in the RFP. Should we provide our hourly rates on a separate sheet following the Vendor Pricing Form.
  - ❖ We are requesting vendors to provide the hourly rate for Space Planning Projects and Additional Services. The Not To Exceed Maximum fee would be determined at the time of request. The College would need to be in agreement/approve prior to start of the project. It is acceptable to provide multiple hourly rates for different specialties (Lead Architect, Interior Designer, etc.)
4. There is reference to a seal proposal and emailed proposal. Please confirm how this should be submitted.
  - ❖ Proposals should be emailed. "Sealed" indicates they will not be opened until the time of the public opening.