

Addendum #1
Structural Report Peer Review Consultant
Job # 33-23-PB
Responses to RFQ Questions

Q. Is the 25 page limit inclusive of dividers and a table of contents provided for organization? We confirm understanding that a cover and back cover will be counted toward this total.

A. Dividers and a table of contents do not count towards the total.

Q. Should the first page of the proposal be the letter of introduction, or are a cover page and table of contents acceptable, provided that the total page count does not exceed 25 pages?

A. Either option is fine, as long as all required items are identified so they can be located easily.

Q. Are there formatting requirements, such as a minimum font size?

A. We would prefer a minimum font of 10p and no maximum.

Q. On page 5, under “Experience and Qualifications,” it states, “Provide three examples of peer reviews of structural reports completed by the firm, preferably including involvement by the designated Project Manager.” Is the reference to “structural reports” intended to refer to structural plans and calculations submitted for permit, or is the reference to actual written reports, letters, memorandums, etc.?

A. It is referring to examples of consultant structural plan reviews performed.