

**CITY OF HOBOKEN**

**ADDENDUM #1 TO RFQ DOCUMENTS**

**RFP - 16 - 26**

**Request for Qualifications (RFQ) – Professional Services –  
Architect, Engineer, Landscape Architect, LSRP, Planner and Surveyor**

**Term: January 1, 2017 to December 31, 2017**

**Or, One year from date of award**

**This Addendum # 1, dated December 7, 2016** is issued to modify the previously issued RFQ documents and is hereby made part of the RFQ documents. Please attach this Addendum #1 to the original documents in your possession, and ensure same is included in your submission Proposal.

**This addendum consists of the following:**

**A. Clarifications, Questions and Answers**

**Q1.** I see the due date is December 20, 2016 – but there is no time listed. What time does it need to be in by?

**A1.** Proposals must be delivered to the City Clerk on December 20, 2016 before close of business (4:00 PM prevailing time).

**Q2.** Is there a set format for the proposal?

**A2.** Your company will have to decide your own format, use the submission criteria on page 19 as your guide. Ensure that all forms and documents listed on page 20 (Document Checklist) are properly executed and submitted with your proposal.

**Q3.** We have some exceptions to the terms and conditions and was wondering if it would result in our submission being considered unqualified or if we would have a chance to discuss and negotiate this exceptions at a later date.

**A3.** Exceptions will not render your proposal unqualified. Your proposal will be evaluated and scored pursuant to the evaluation criteria on page 19.

**Q4.** What about cost, is there a set format for the cost?

**A5.** The RFQ is equivalent to a firm's resume. There are no price proposals to submit. However, respondents should submit a comprehensive list of hourly rates for their employees. Respondents should also affirm that they shall not change those hourly rates during the calendar year (2017) or life of the contract.

**B. The RFP submission deadline of December 20, 2016 will not be changed.**

This Addendum #1 will be sent to all vendors who have received the complete RFQ package on or before the date of this Addendum #1, will be included in the complete RFQ package on and after the date of this Addendum #1, will be published in the newspaper, and will be posted on the City of Hoboken website.

There are no other changes to the RFQ documents as part of this addendum.

ATTEST:

Date: December 7, 2016

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AL B. Dineros, QPA  
Purchasing Agent

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**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge</u>
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Receipt

(Initial)

**Addendum # 1**

**December 7, 2016**

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**No addenda were received:**

Acknowledged for: \_\_\_\_\_  
(Name of Bidder)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_  
(Print or Type)