February 1, 2021

ADDENDUM NUMBER THREE

RE: 2019 ARFQ

Total pages in this addendum: Two (2)

1. **SECTION III – ATTACHMENTS AND FORMS WITH ACKNOWLEDGEMENTS**

   Paragraph 2 is hereby revised as follows:

   By submitting a response to this ARFQ, your firm acknowledges and agrees to all terms & conditions of the **Standard Form Agreement Between Owner and Design Professional (Annual Request for Qualifications Edition)**

   **Note:** Be advised that agreements are subject to revision without notice.

2. **Attachment A:** [Consultant Data Sheet](dated 01/26/2021) is hereby revised and available on the [Bid Board](.

3. **Attachment F:** [ARFQ Mandatory Certification Forms](is hereby revised and available on the [Bid Board](. The following forms have been added:

   a. F.7 Certificate of Insurance Acknowledgement
   b. F.7 Exhibit A ARFQ Insurance Requirements
   c. F.7 Exhibit B ARFQ COI Example

4. **SECTION II – INSTRUCTIONS TO CONSULTANTS**

   Subsection **B. Content of Submittals** is hereby revised with the following:

   A complete submittal consists of the following:

   1. **Letter of Introduction**, which includes the name and address of the Consultant, phone and email address for the primary contact.

   2. **Attachment A:** [Consultant Data Sheet](

   3. **Attachment B:** [Comparable Projects](

      For each of the disciplines selected, Consultants must include a discipline synopsis for up to three projects, and if applicable
when your firm was the Architect or Engineer of Record for that discipline. Include the following information for each project:

1. Project Title
2. Project Description
3. Location of the project
4. Project Owner, point of contact and phone number for the contact
5. Describe size, schedule, budget and complexity of each project
6. Year Completed

Each Attachment B “Comparable Projects” discipline synopsis is limited to three (3) pages. That is, if a Consultant selects five (5) disciplines, as listed on Attachment A, the Attachment B section is limited to fifteen (15) pages.

4. **Attachment C:** Professional Licenses and Proposed Team
   Resumes of proposed key personnel must be included, indicating specific experience within applicable project disciplines.

5. **Attachment D:** Key Personnel Resume Information
   Consultants must include contact name, company name, address, phone number and email of primary contact.

6. **Attachment E:** Addenda Acknowledgements
   Consultant must acknowledge that any posted addenda have been read.

7. **Attachment F:** ARFQ Mandatory Certification Forms
   Consultant must complete all forms as outlined in SECTION III and include with submittal.

8. **Attachment G:** Frequently Asked Questions (FAQ)
   All other specifications, terms and conditions of the ARFQ shall remain unchanged.

**NOTE:** Please acknowledge your firms’ receipt of this addendum in your submittal on the Addendum Acknowledgement form.

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