

	<b>SOLICITATION ADDENDUM #1</b>	<b>CITY OF PHOENIX</b> <b>Neighborhood Services</b> <b>Department</b>  200 W. Washington St., 4 <sup>th</sup> Fl. Phoenix, AZ 85003
	<b>Solicitation Number:</b> NSD-RFQu-24-003 <b>Addendum #1</b> Page 1 of 2  <b>Solicitation Due Date:</b> <b>Wednesday, February 21, 2024, at 2:00pm Local Phoenix Time</b>	

## HUD ENVIRONMENTAL REVIEW CONSULTING SERVICES

**Make the following notations to the above-referenced solicitation:**

**ADD THE FOLLOWING LANGUAGE AND REQUIREMENT:**

Add to Section 2, **SCOPE OF WORK**, bullet #5 on page 24, should read as follows:

5. Through this RFQu the City reserves the right to add additional vendors to the QVL resulting from this solicitation. Once established, the QVL shall be in effect beginning on or about May 1, 2024, through April 30, 2029.

<b>QUESTION AND RESPONSE</b>		
The following questions are provided verbatim as received by interested Respondents.		
	QUESTIONS	ANSWERS
1.	When submitting our response to the RFQu can we send multiple emails if the file size is too large?	<ul style="list-style-type: none"> <li>• The maximum file size allowable by the City of Phoenix email boxes is 150 MB. It is the responsibility of the Offeror to ensure that their firms Offer Package does not exceed the 150 MB limit. We ask that each firm provide detailed, yet succinct answers, that do not cause their package to exceed the 150 MB limit.</li> </ul>
2.	In the RFQu Submittal section, it asks for resumes under two separate tabs. Do you want duplicates of the resumes?	<ul style="list-style-type: none"> <li>• Note that the ask for resumes is for two different groups of personnel. <ul style="list-style-type: none"> <li>○ On page 58, Section IV – Submittals, subsection 3.2, Question #3, the ask is for resumes for all <u>subconsultants</u> (partners) that your firm may work with to complete the tasks identified in the SOW.</li> <li>○ On page 58, Section IV – Submittals, subsection 3.3, Question #8, the ask is for the resumes of all persons that are <u>employed by your firm</u> that will perform the environmental reviews listed in Section II of the RFQu.</li> </ul> </li> </ul>



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**CITY OF PHOENIX**  
**Neighborhood Services**  
**Department**

200 W. Washington St.,  
4<sup>th</sup> Fl.  
Phoenix, AZ 85003

3.	Can we use a file drop box application to send the RFQu responses?	<ul style="list-style-type: none"><li>The maximum file size allowable by the City of Phoenix email boxes is 150 MB. It is the responsibility of the Offeror to ensure that their firms Offer Package does not exceed the 150 MB limit.</li></ul>
4.	How will work be assigned to vendors included on the QVL?	<ul style="list-style-type: none"><li>Refer to page 13 , Section I - Instructions, under the subsection Contract Award which addresses the City of Phoenix's approach.</li></ul>
5.	Who were the vendors under the previous environmental review contracts?	<ul style="list-style-type: none"><li>The previous solicitation process resulted in the vendors listed below being added to a QVL as service providers for HUD Environmental Consulting Services .<ul style="list-style-type: none"><li>✓ Archeological Consulting Services, Ltd. (note, now Chronicle dba PaleoWest)</li><li>✓ SWCA, Incorporated</li><li>✓ Transcon Environmental Inc.</li><li>✓ Westland Resources, Inc.</li></ul></li></ul>
6.	To comply with the email size limit of 150 MB and be able to submit our full response in one email, can we submit our proposal Tabs in a Zipped folder.	<ul style="list-style-type: none"><li>The maximum file size allowable by the City of Phoenix email boxes is 150 MB. It is the responsibility of the Offeror to ensure that their firms Offer Package does not exceed the 150 MB limit, including Zipped files.</li></ul>

**Offeror must acknowledge receipt and acceptance of this addendum by returning the [entire signed addendum with the response submittal.](#)**

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Full Address: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_