



REQUEST FOR QUALIFICATIONS  
**PARKING & MOBILITY CONSULTING SERVICES**  
**ADDENDUM NO. 1**

Issued August 10, 2020

The following questions were received during the Request for Qualification process. CCDC is providing the following answers to assist all Respondents.

**QUESTION 1:**

Does CCDC intend to select a single firm (or team) to serve as the on-call consultant for all services outlined in the RFQ, or do you intend to select multiple firms (or teams) for an on-call pool?

**ANSWER:**

The intent of the Agency is to select one non-exclusive consultant. As a public agency, CCDC reserves the right to seek services from other consultants if deemed in the best interests of the Agency and in compliance with applicable laws, rules, and regulations.

**QUESTION 2:**

If selecting a single firm, is CCDC open to proposals from a prime consultant with one or more subconsultants to ensure the selected team has specialized expertise in all of the potential scope elements?

**ANSWER:**

Yes. Please refer to Personnel Qualifications under Section 4.1.D – Required Submission Format: “include an organizational chart of proposed staff, *including specific subconsultants, if any.*”

**QUESTION 3:**

If you are considering selecting multiple firms (or teams) for an on-call pool, is there a maximum number of teams that will be selected for the on-call?

**ANSWER:**

The Agency is not selecting an on-call pool. See answer to Question 1, above.

**QUESTION 4:**

Can we use electronic signatures, given that this is an electronic submittal?

**ANSWER:**

Electronic signatures are acceptable, provided the signed document(s) are in PDF format and can be opened and read in Adobe Acrobat XI without the need for additional software, applications, or extensions. Scanned signatures are acceptable, as well.

**QUESTION 5:**

Should we receive any addenda, are we to include them in the appendix? If we are to include them, are they uncounted pages?

**ANSWER:**

Respondent shall acknowledge any addenda in the cover letter. See RFQ Section 3.4 Addenda

**QUESTION 6:**

Can we include other materials aside from resumes in the appendix, such as sample reports, additional supporting information on project manager, etc.?

**ANSWER:**

No. Each Respondent is to provide concise and pertinent material in the format requested.

**QUESTION 7:**

If a consultant does not provide contract exceptions as part of their submittal, would the CCDC be willing to consider minor modifications following selection?

**ANSWER:**

Modifications will not be considered during or as part of the submission and evaluation process. Once evaluations are completed, and upon Board approval, the Agency will negotiate for a contract with the top ranked firm. If an agreement cannot be reached with the top ranked firm, the Agency can begin negotiations with the second ranked firm.

End of Addendum No. 1