

Questions # 2 submitted regarding Architect Services

2/7/2017

Robin Dubord | Marketing Director, Senior Associate

Page 4 of the RFP states that proposers should submit 1 original and 9 copies. Page 6 of the RFP indicates that proposers should submit 1 original and 10 copies. Could the County please clarify?

Answer: 9 copies

Page 6 of the RFP asks the proposer to Tab each section in bold and underlined. Does the County desire the cover of the proposal to be labeled in any other way than with the title of the solicitation and due date? Should the first Tab in the response be labeled Table of Contents?

Answer: The title of submittal, firm submitting and date should be on title page. Table of Contents should be first Tab

Is it acceptable to provide a cover letter prior to the Table of Contents?

Answer: Please place any cover letter within the Executive Summary area.

02/15/2017

Mitzi Cheney, Associate

On page 6 of the RFQ **PROPOSAL FORMAT**, 1ST paragraph it states “**The Sections in bold and underlined below will be tabbed with the named categories. Failure to follow the prescribed order is reason for rejection your submittal.**”

Then it states:

Cover (Do you want a tab before the Cover?)

Table of Contents (Tab Before Table of Contents?)

I would think these would not have tabs and start tabs with **Executive Summary**. I am thinking tabs as actual divider tabs as opposed to maybe just a heading?

I would appreciate your clarification. Thank you.

Answer:

Table of Contents should be first Tab