

ADDENDUM NO. 3**RFP NO. 25-10****ARCHITECTURAL & ENGINEERING DESIGN SERVICES FOR THE
ABERDEEN TRANSIT ORIENTED DEVELOPMENT (TOD) – STATION
SQUARE PROJECT
CITY OF ABERDEEN, MARYLAND**

To all holders of the specifications, the following corrections are hereby made. All other items shall remain unchanged. This addendum shall become part of the Contract Documents for the above referenced project. Include a signed copy of the addendum in your bid submission.

Acknowledgement of Addendum

Name: _____

Company: _____

Date: _____

Signature: _____

Questions (black) and answers (red) from interested parties.

- Is the 12-pt font requirement for the narrative sections only, or can organizational charts, graphics, captions, tables, etc. use a smaller font size? **Please follow the instructions on pages 15 – 16 for font size and page limitations for Items 1 – 5.**
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- Can you please clarify what section(s) you would like the following information below and if it is page limited? **You can create sections or subsections for the information referenced below and there is no page limitations for these items with the exception of Key Staff and resumes are limited to one page and a Project Organization Chart is limited to one page.**
 - Project Organization Chart (page 16 of RFP)
 - Key Staff (page 17 of RFP)
 - Describe any prior and/or ongoing specific experience or familiarity with the City of Aberdeen. (page 15 of RFP)
 - Provide your Company's professional registrations, affiliations, and memberships. (page 15 of RFP)
 - Provide the Company's overall current workload and anticipated workload if awarded a contract with the City of Aberdeen and their ability to complete the scope of work within the time indicated in the RFP and contract. (page 15 of RFP)

- Do we need to show copies of our Company's professional registrations, or can we list them? **Please list them with registration numbers, you do not need to provide copies of the professional registrations.** Do we need to show copies of the personnel registrations, or can we list them on the side of the resumes? **This is acceptable. Please follow the instructions on Page 17 for key staff and their resumes.**
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- On page 11 of the RFP there is mention of a Certified DBE Utilization and Fair Solicitation Affidavit and DBE Participation Schedule. Where can we locate these documents? **The City does not provide these documents; the Offeror must include the following a and b with their proposal. This can be provided on Company letterhead and signed by the CEO of the company (or authorized individual of the Company to provide an affidavit.)**
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- If there an option to attend the pre-proposal virtually? **There is not an option to attend virtually. The pre-proposal conference is mandatory and will be held at Aberdeen City Council Chambers.**