

City of Portsmouth, NH
January 26, 2015

**ADDENDUM #1
Safe Routes to School Program
Professional Services**

This Addendum forms part of the original document marked: RFQ#49-15: Safe Routes to School Program Professional Services.

The following paragraph replaces the original paragraph on page 1 of RFQ#49-15.

- Sealed proposals, plainly marked “**RFQ 49-15, City of Portsmouth Safe Routes to School, Professional Services**” on the outside of the mailing envelope will be accepted until February 2, 2015 @ 2:00 p.m. at the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801.

The RFQ due date has been changed to February 2, 2015 @ 2:00 p.m.

The following questions have been asked and answered.

1) Will there be a requirement that the selected consultant be certified as an LPA with NHDOT?
No

2) Page 2 of the RFQ- Submittal Requirements directs the consultant to submit 2 bound copies of the Statements of Qualifications and 1 rate sheet. Page 3 of the RFQ states that the rates shall be included in the Statement of Qualifications (item 5). Are the rates to be submitted separately or in the body of the Statement of Qualifications?

The rate sheet can be submitted within the body of the SOQ or as a separate sheet. These do not need to be in separate envelopes.

3) Can you confirm which schools the City would like to see the SRTS programs implemented? Would it be the same schools that were part of the 2010 Travel Plan study?

Yes, all of City’s K-8 schools considered in the Safe Routes to School Action Plan 2010 are part of this program – St. Patrick’s, Little Harbor, Dondero, New Franklin, and the Middle School.

4) Do you know how much of the funding you want dedicated to the purchase of incentives vs. how much you want allocated to services?

No, as stated in the RFQ, a more detailed scope of services, budget, and schedule will be negotiated with the selected firm as part of the contract negotiation process.

5) The RFQ references that a rate sheet should be provided of billing rates for key personnel anticipated to be involved on the project. However, the RFQ does not state whether this should be included in the same or a separate envelope. Please clarify.

The rate sheet can be submitted within the body of the SOQ or as a separate sheet. These do not need to be in separate envelopes.

6) The RFQ does not state whether a scope of services is required. Would the City like an outline of the scope of services anticipated to be completed as part of the project?

While firms are welcome to submit a proposed scope of services, this is not required. As stated in the RFQ, a more detailed scope of services, budget, and schedule will be negotiated with the selected firm as part of the contract negotiation process.

All else will remain unchanged from the original RFQ document.

Please acknowledge this addendum within your proposal, failure to do so may subject a proposer to disqualification.

End of Addendum 1