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**Addendum #2**  
**RFQ# 24-22, Design Services – City Hall**  
**April 28, 2022**

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**NOTICE IS HEREBY GIVEN** that the following addendum serves to provide clarification and to answer the questions received on RFQ 24-22, Design Services – City Hall.

Question 1: My question is tied to page 11 of the RFQ, regarding Tab 2 (Municipal Building Design & Construction Administration Experience of Firm); part B; bullet 3 regarding reference letters of 3 similar CMAR projects of \$10M+ in the past 7 years: In the past few years, clients are more apprehensive to author their own letters of reference for design and construction work. For this submittal, would a fillable questionnaire completed by the owner be considered compliant to your standards in lieu of an actual formal letter? Or will your review board only accept formal reference letters?

**Answer to Question 1: Yes, the City will accept a fillable questionnaire completed and signed by the owner in lieu of an actual formal letter.**

Question 2: Quick question regarding a line in the Letter of Interest section. Is one of the forms given in the RFQ package the Proof of Signature Authority? This is the first time seeing this and I'm not sure how to fulfill this request.

**Answer to Question 2: It is preferred that the President or CEO is the individual signing the "Letter of Interest". Proof of signature authority will not be required in TAB 1 – LETTER OF INTEREST.**

*End of Questions and Answers*

*End of Addenda*