

The following questions were received in relation to the City Council Chambers Audio-Visual Evaluation RFP. Answers are provided below.

1. The RFP invites qualified consultants to submit proposals, but several contractors were present at the Site Visit on May 17, 2021, and the question arose whether the contractors could assume the role of consultant for this phase of the project and also be allowed to bid on the work. Since this constitutes a clear conflict of interest, can you please clarify the City's position?

The consultant selected in this phase of the project assisting the City to evaluate its current system and prepare the resulting RFP for the system upgrade will not be able to bid on the system upgrade phase.

2. The RFP describes the scope of work including planning and programming, schematic design, design development, and concluding with contract documentation. Typically, the consultant's duties include services during the bidding period to qualify bidders, confirm that bid proposals comply with contract documents, and include construction administration phase services to assure that the contractor's work meets the City's specifications. Will the consultant's scope of work conclude with preparation of contract documentation?

The consultant's duties will end with the development of the procurement document. The City will be responsible for qualifying respondents, selecting the final solution provider, final contract negotiations with the selected solution provider, and construction administration.