



CITY OF GALAX
REQUEST FOR QUALIFICATIONS
Business and Operations Plan for Rex Theater
September 5, 2024

Addendum No. 2

A. Questions received regarding this Request for Qualifications. The following answers and clarification were provided. This is separate from Addendum No. 1. Acknowledgment of each addendum must be submitted with the response.

1. What is the budget for this project?

See Addendum #1 for response. The response included in Addendum #1 remains accurate.

2. What is the ideal timeline for completing the scope of work described in the RFQ?

The City would like to see the project to commence within 30 days after execution of negotiated agreement by both parties and progress steadily. In internal discussions, we have planned 150 days for final deliverables. The City will defer to the consultant on length of time required for a quality outcome.

3. Is there a preference for Virginia-based firms, or is sufficient experience in the state/region acceptable?

The only requirement is for the firm to be licensed to do business in the State of Virginia.

4. The RFQ references staffing size in several areas, is there a preference for a large firm? Is there a minimum number of staff you'd like to see assigned to this project if awarded?

There is no preference for a large firm. There is no minimum number of staff. However, if there are a small number of staff with ongoing projects, this would create concerns about the ability for the firm to perform the project in a reasonable timeframe.

5. Who will be responsible for coordinating the development of preliminary drawings with the architect, and when will the architect be in place relative to this study?

The architect engagement is occurring parallel to the business and operation plan consultant. The City will be responsible for coordinating the development of preliminary drawings with the architect. However, the business and operating consultant's input and review will be critical to ensure the architectural plans complement and support the business and operating plan.

- 6. Should we include the Business and Operations consultant on our team or is this someone the City of Galax will contract with separately?

The architect engagement is occurring parallel to the business and operation plan consultant. The City will be responsible for coordinating the development of preliminary drawings with the architect. However, the business and operating consultant's input and review will be critical to ensure the architectural plans complement and support the business and operating plan.

- 7. Ref. P. 7 References: Firms shall provide references from similar assignments especially for other local governments within the past ten years. Are you looking for reference letters to be included with our submission, or would this be the same contact information provided in the Firm Experience section?

It will be sufficient to provide full reference information in the References section, and full detail in the Firm Experience section. Reference letters are not mandatory.

- B. The solicitation close date will remain as Friday, September 13, 2024 at 4:00 PM.

****Acknowledgement of this addendum must be submitted with the response.**

Signature _____ Name: _____ Title: _____