



## Responses to Questions Received about City of Sammamish Land Use Development Review Support Services

1. **Question:** *The following bullet point is listed twice in the Submittal Format section (please see page 2 in the RFQ) in section 2. Experience and Qualifications, and 3. Qualifications:*

- *Identify team members by area (discipline) of expertise and include contact information (name, phone number, and email address).*

*Would you like us to provide this information in both areas or just one of the sections?*

**City Response:** You may provide this information just once in either section.

2. **Question:** *The City references an Attachment B - Cover Sheet in the electronic submittal instructions (<https://form.jotform.com/sammamish/dcdrfpsubmittal>); however one was not included in the RFQ package. Can you please verify if this is required for our submittal. If so, would it be possible to get a copy for us to include with our proposal?*

**City Response:** Our apologies – Please disregard as no coversheet is required with your submission. The submission page has been updated to reflect this change.

3. **Question:** *What is the level of effort expected from this contract, i.e, 1 full-time employee or less? (Please note this question is in regard to the Land Development Review Services RFP)?*

**City Response:** The level of effort expected from this contract is approximately 0.5-1.0 FTE.

4. **Question:** *In the submittal format section, Item 2 Experience and Qualifications asks that respondents identify team members by area (discipline) of expertise and include contact information (name, phone number, and email address). Do we need to include contact information (phone number and email address) for each staff included in the proposal or can we provide this information for just the project manager?*

**City Response:** Please provide this information for just the project manager.