



**REQUEST FOR QUALIFICATIONS**  
**URBAN DESIGN SERVICES**  
**ADDENDUM**

Release Date: April 9, 2024

Due Date: May 3, 2024 at 12 PM

222 LEWIS STREET | RIVER FALLS, WISCONSIN 54022

Urban Design Services Request for Qualifications (RFQ) -  
**ADDENDUM**  
City of River Falls, Wisconsin

This addendum is provided to answer questions received from consultants on the RFQ. All questions received by the deadline of April 19, 2024 are listed below with the answers.

1. Can you confirm that this email ([apeterson@rfcity.org](mailto:apeterson@rfcity.org)) is the email address to submit proposals to?

*Answer: Yes that is the correct email address.*

2. Are you hiring multiple individual firms for this on-call or is the City looking to hire pre-arranged teams?

*Answer: My strong preference is to hire one firm.*

3. Can you clarify the page limit-20 double-sided pages. Does that mean 40 single-sided 8.5"x11" pages?

*Answer: Yes, 20 double sided or 40 single sided would be fine as well.*

4. Do Covers, Cover Letter, Dividers, Table of Contents count toward this page limit?

*Answer: Please use your best judgement; the 20 page limit is intended to lessen the submittal package for both the submitter and the reviewers.*

5. What elements are expected to be in the appendices?

*Answer: Please use your best judgement; the 20 page limit is intended to lessen the submittal package for both the submitter and the reviewers.*