



ADDENDUM #2

Issue Date: September 8, 2026

RFQ NO.26-025

For:

Downtown Pasadena Vision and Master Plan

Addenda (or addendum if singular) are written instruments issued by the City prior to the date for receipt of qualifications, which will modify or interpret the specification document by addition, deletion, clarification, or correction.

To All Prospective Responders:

Please see the revised RFQ timeline below – this will change the due date of the Statements of Qualifications

Milestone	Anticipated Date
SOQs due	By 4:00pm CST on Monday, September 21, 2026
Shortlist & Interviews (if needed)	October 1-7, 2026
Consultant selection and notice of intent to award (negotiations begin)	October 8-14, 2026
Contract Approval	October 22, 2026
Project Kickoff	October 29, 2026
Target Completion of Final Plan	June 30, 2027

The following questions have been submitted and answered here:

1. May the required comparable project examples and references include projects performed by proposed subconsultants, or must all project examples and references be from the prime consultant?

It is ok to use comparable project experience by the subconsultants, so as long as it is specified what role they will play in this design and not just to qualify under minimum requirements.

2. Has PEDC established an anticipated budget or budget range for the Downtown Pasadena Vision & Master Plan that respondents should consider in developing their proposed team and approach?

At this moment we are only looking to review qualified firms, while the board has a range in mind, no budget has been approved.

3. Given the short gap between RFQ release, Q&A period, and due date, would you consider extending the submission deadline? How about enabling electronic submittal rather than physical mailing?

The PEDC and City must receive a printed copy in a sealed envelope along with a USB version of the SOQ per our Charter requirements.

4. The RFQ requests that proposers “identify the project manager and team members, with a description of roles and responsibilities,” but does not specifically mention resumes. Could you please confirm whether resumes are not required as part of the submission? Additionally, should subconsultant team members be identified as well, or is it sufficient to provide the firm names and their respective roles and responsibilities?

Resumes are not required as part of the submission; however, they may be included at the respondent's discretion, keeping in mind the established page limit. As outlined in the RFQ, proposers should identify the project manager and key team members, with a description of their roles and responsibilities. Subconsultant firms should be clearly identified, including the discipline for which each firm will be responsible, and should be reflected in the organizational chart.

Note: All addendums MUST be signed and returned with the Qualification Package.

Authorized Signature

Date