

# Addendum #1



## Project Information

Project Name:	Operational and Organizational Assessment for Community Development Department and Economic Health and Housing Department
Bid Number:	RFP #FS21-09-166
Date:	September 23, 2021
Project Manager:	Paul Fetherston

## Addendum Items

Question #1	Section II. Statement of Work, 1. Scope of Services includes a reference to the Culture, Parks and Recreation Department's operations and management. Can the City confirm that the two departments included in the scope of this project are Community Development & Economic Health and Housing? <a href="#">The reference to the Culture, Parks and Recreation Department was a typographical error. The City reconfirms that the two departments included in this project scope are Community Development and Economic Health and Housing.</a>
Question #2	The RFP indicates that the selected proposer will meet a minimum of ten (10) times with the City administration and department executives. Does the City have any requirements for expectations for whether these meetings are conducted virtually or in-person? <a href="#">The City does not have expectations at this point in time. Depending on the purpose of the meeting(s) and pandemic conditions, meetings may be virtual and/ or in person.</a>
Question #3	Does the City have a budget for this project? If yes, can the amount be shared? <a href="#">No.</a>
Question #4	Does the City have a preferred number of communities to include in the benchmarking task? <a href="#">No.</a>
Question #5	Page 10 of the RFP states, "Should any interested offeror, sales representative, or manufacturer find any part of the listed specifications, terms and conditions to be discrepant, incomplete, or otherwise questionable in any respect, it shall be the responsibility of the concerned party to notify the Purchasing Contact of such matters immediately upon discovery." Does the City prefer this communication be included in the submitted proposal as exceptions, or sent separately via email or phone? <a href="#">This communication needs to be included in the submitted proposal as exceptions.</a>
Question #6	Would the City accept the required exhibits (1, 2, 4, and 5) in an appendix outside of the 25-page limit? <a href="#">Yes.</a>