

ADDENDUM No. 1

RFP No. 23-36

Replacement of Overhead Rolling Steel Door and Operator

Due: June 28, 2023 by 2:00 p.m. (local time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes two (2) pages.**

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document should be included in submitted proposal:

- **Attachment A – Prevailing Wage Declaration of Compliance**
- **Attachment B – Legal Status of Offeror**
- **Attachment C – Non-Discrimination Declaration of Compliance**
- **Attachment D – Living Wage Declaration of Compliance**
- **Attachment E – Vendor Conflict of Interest Disclosure Form**

Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.

I. CORRECTIONS/ADDITIONS/DELETIONS

Changes to the RFP documents which are outlined below are referenced to a page or Section in which they appear conspicuously. Offerors are to take note in its review of the documents and include these changes as they may affect work or details in other areas not specifically referenced here.

Section/Page(s)

Change

Page 12

As provided in RFP No. 23-36 Document:

Section III – Minimum Information Required, Sub-Section C – Fee Proposal:

The respondent should use the Fee Proposal Form provided at the end of Section III of this RFP. Fee quotations shall be submitted in a separate, sealed, envelope as part of the proposal. The Fee Proposal Form must be completed and any additional fee information shall be appended.

Scoring for the Fee Proposal will be based on the hourly rates identified for the requested categories. The hourly rates may be adjusted after negotiations with the City and prior to signing a formal contract, if justified. A sample of the required City/Contractor agreement form is included as Appendix A herein.

As updated herein:

Section III – Minimum Information Required, Sub-Section C – Fee Proposal:

Offerors should provide fees for the total cost of the completed project in a Fee Proposal Form created at their discretion. Offeror's Fee Proposal Form must include a detailed breakdown of each expense. The Fee Proposal Form shall be submitted in a separate, sealed envelope as part of the proposal.

Comment: The intent of this change is to give offerors discretion to create their own Fee Proposal form.

II. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: Can you advise if a fee proposal sheet will be added for RFP 23-36?

Answer 1: No regimented Fee Proposal sheet will be added for RFP# 23-36. Instead, offerors are instructed to provide fees for the total cost of the completed project in a Fee Proposal Form created at their discretion.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.