



ADDENDUM #2

To: All Companies Interested in Submitting a Proposal
From: Rebecca Johnson, CPPB, Purchasing Agent
Bid: Housing Market Analysis (RFP #PUR0518-180); Dated: October 2, 2018
Subject: Addendum #2 (1 page)
Date: October 11, 2018

The following questions and/or clarifications were asked relative to the above-listed Request for Proposal. This memo is sent for clarification to all companies to whom the RFP was sent.

Question: In Addendum #1, it is stated "The draft document will be due to the City on December 15, 2018". Can you provide specifics or prioritize what you expect the draft document to include?

Answer: The draft should be as close as possible to a final version. Staff typically reviews the draft and may ask for additional clarification on some items prior to the final document distribution.

Question: On page 9 of the RFP it states, "...with annual updates provided throughout the term of the contract", yet the term of the contract is only for one year (see page 6, section 3.1.1). Please clarify.

Answer: If the contract is renewed after the initial one-year period, each one-year renewal period would include an annual update.

Question: Has the City done a similar project in the past? If so, will it be made available to the selected consultant?

Answer: Yes. The previous document is available at:
<http://cms.revize.com/revize/cedarrapids/2018%20Cedar%20Rapids%20Housing%20Needs%20Update.pdf>

The Purchasing Services Division will accept written questions regarding the Request for Proposal until 3:00 p.m. CDT on Friday, October 12, 2018. Fax (888) 815-3659 or e-mail (r.johnson2@cedar-rapids.org) all questions to Rebecca Johnson. Any and all questions will be responded to in the form of written addenda to all Proposers. All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Signature Page (Attachment C). The deadline for proposal submittal is Tuesday, October 23, 2018 before 3:00 p.m. CDT.
