



ADDENDUM #3

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 #3 (1 page)
Date: October 16, 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: Is there a particular reason for the December 15, 2018 deadline for completing the initial market analysis?

Answer: The short turnaround time is due to the funding source being used for this project.

Question: With regard to the above question, does the initial market analysis include all items between 4.2.1 and 4.2.10? Specifically items 4.2.6, 4.2.9, and 4.2.10 traditionally take additional time, including conversations with stakeholders.

Answer: Yes, all should be included, however, due to the short turnaround time the City will be open to proposals that indicate a later timeline for certain sections based on need. Each should be clearly addressed in the proposal, with the expected completion time and necessity.

Question: Should the second financial proposal for the annual update include estimates for the on call services requested in item 4.2.13?

Answer: On-call services, if requested, will be minimal and are expected as a value added service included in the pricing for the annual update.

Question: In section 6.2.2, the Tab Sections, item 4.0 requests sample report documents. Can these be submitted in an electronic format or as an enclosed separate document?

Answer: Yes

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.
