



ADDENDUM #1

To: All Companies Interested in Submitting a Proposal
From: Diane Muench, CPPB, Purchasing Services Manager
Proposal: Right of Way Acquisition Support Services - Senior Agent, RFP #PUR0818-046
Dated September 5, 2018
Subject: Addendum #1 (1 page)
Date: September 12, 2018

Please note the following specification changes/additions/clarifications relative to the above Request for Proposal.

- 1) **Question:** Referencing 4.1 – This subsection calls for a qualified consultant as a “Senior Acquisition Agent”. Is this designation in reference to a City classification or does it require specific professional licensure?
Answer: City classification/expectation.
- 2) **Question:** Referencing 4.2.3m) – Does the requirement for 15 years of experience apply to all staff and support staff? It appears you are searching for one individual. Is the position similar to an embedded staff member that should be 100% allocated to the City through the duration of the contract?
Answer: 15 years of experience is related to the acquisition agent. Yes, the City is anticipating the senior agent will be allocated to the City during the contract.
- 3) **Question:** Referencing 4.2.7 – Is there an anticipated volume of workload through the duration of the contract?
Answer: Anticipate there to be adequate acquisition work to keep an agent busy 40 hours/week for most of the contract.

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 B). The deadline for sealed proposals is Friday, September 14, 2018, before 3:00 pm CDT at the Office of the City Clerk, 101 First Street SE, Cedar Rapids, IA 52401.