



ADDENDUM I

To: All companies interested in submitting a proposal
Project: Project Management Services – Flood Recovery #0509-323, Issued on June 4, 2009
From: Judy Lehman, CPPB – Manager, Purchasing Services Division
Subject: Addendum No. 1 (1 page)
Date: June 23, 2009

The following questions in regard to the above Request for Proposal were submitted by prospective Proposers – answers are in red:

- 1 **QUESTION:** Please clarify payment terms, will they be net 30 (per the terms and conditions) or Net 60 (per the RFP)?
RESPONSE: Net 60
 - 2 **QUESTION:** Can mileage to/from the selected proposer's home base at the IRS mandated rate plus fuel cost be submitted as an expenses, if it is determined that the cost is the same or less than the coach class rate for airfare?
RESPONSE: A "not to exceed" IRS "per mile" rate may be submitted in lieu of airfare. No fuel.
 - 3 **QUESTION:** How many originals and copies of the proposal shall be submitted?
RESPONSE: One original and four copies
 - 4 **QUESTION:** Which department within the City will administer this work?
RESPONSE: The Engineering Department and the Finance Department
 - 5 **QUESTION:** Section 5.1 – Proposal Evaluation Criteria – This mentions that it is a partial list of criteria. Is there any other guidance regarding the information that must be included in the proposal?
RESPONSE: No
 - 6 **QUESTION:** Can the Financial Section be included in the same document with the Non-Financial Section (but separated by a divider)?
RESPONSE: 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 B). The deadline for sealed proposals is **Friday, June 26, 2009, at 1:00 pm CDT** at the Office of the City Clerk.