



ADDENDUM #1

To: All Companies Interested in Submitting a Proposal
From: Diane Muench, CPPB, Purchasing Services Manager
Proposal: Right of Way Acquisition Support Services, RFP #PUR0120-157
Dated: January 23, 2020
Subject: Addendum #1 (1 page)
Date: February 5, 2020

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

- 1) **Question:** In past RFP's for right of way services, the City of Cedar Rapids requested full-time, on-site, acquisition agents located in Cedar Rapids. I don't see that similar requirement - Can you confirm that this is not a stipulation with this RFP?
Answer: This RFP is not for a full-time, on-site acquisition agent
- 2) **Question:** Are there any planned projects for the selected vendors at this time?
Answer: Projects will be assigned to the Consultant as needed.
- 3) **Question:** Page 13 under 6.2.5 – "...and a schedule that the firm proposes for completing the project." Since this is an on-call contract with no specific project indicated, do we need to include a sample schedule? If yes, would the City like to provide a hypothetical scope (number of acquisitions/relocations, time frame for the project, etc.)?
Answer: No schedule is required to be included with the RFP response. As each project is assigned, Consultant will be required to provide a schedule at that time.
- 4) **Question:** Section 6.1 indicates that proposed costs need to be submitted on Proposal Pricing Submittal Form, Attachment C. Should this form be submitted in a separate sealed envelope or under Tab 4.0 – Submittal Forms?
Answer: Financial proposals do not need to be submitted in a separate sealed envelope.

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 Tuesday, February 18, 2020, before 3:00 pm CST at the Purchasing Services Division, 101 First Street SE, Cedar Rapids, IA 52401.