

# ADDENDUM NO. 2

## REQUEST FOR PROPOSALS

### CITY PROJECT ID 2019-111

**FIELD SURVEYING, MAPPING, PERMITTING, SITE PLANNING / DESIGN,  
ARCHITECTURAL, AND ENGINEERING DESIGN SERVICES FOR CITY OF VERONA  
PUBLIC WORKS FACILITY**

CITY OF VERONA  
November 22, 2019

This addendum forms a part of the Request for Proposals (RFP) and modifies the original RFP Documents dated November 6, 2019. Acknowledge receipt of this Addendum within the narrative of your proposal is required. Failure to do so may subject the RFP to disqualification.

#### CHANGES TO THE REQUEST FOR PROPOSALS

##### Section 10: Schedule

##### **DELETE:**

Written proposals for all work described in this RFP are due no later than **12:00 p.m. on Wednesday, November 27, 2019**. Consultant presentations and interviews are tentatively scheduled for Tuesday, December 10, 2019. The City expects to select the consultant services work the week of December 16, 2019. The City anticipates the selected Consultant contract negotiations to between the selection and January 6, 2020. The City approval of the contract is anticipated to occur at the Public Works Committee and Common Council meeting on January 13, 2020.

A kick off meeting shall be schedule for the week of January 27, 2020.

##### **ADD:**

Written proposals for all work described in this RFP are due no later than **12:00 p.m. on Wednesday, December 4, 2019**. The City expects to select the consultant the week of interviews. The City anticipates the selected Consultant contract negotiations to between the selection and January 6, 2020. The City approval of the contract is anticipated to occur at the Public Works Committee and Common Council meeting on January 13, 2020.

### Section 13: Interviews

**DELETE:**

If the selection deems interviews are necessary the consultant presentations and interviews are tentatively scheduled for Tuesday, December 10, 2019. The consultant shall be notified by 12:00pm on Thursday December 5, 2019 if interviews are required.

**ADD:**

If the selection deems interviews are necessary the consultant presentations and interviews are tentatively scheduled for Tuesday, December 17, 2019. The consultant shall be notified by 12:00pm on Thursday December 12, 2019 if interviews are required.

**\*\*\*END OF SECTION\*\*\***

### Section 11.4 Pricing

**ADD:**

Pricing documentation shall be a separate submittal package within the response to the RFP. Include the pricing submittal package in a seal enveloped with the same number of copies as the RFP requires. Do not include the pricing in the electronic PDF submitted with the RFP. This will allow staff to focus on the qualifications of the consultants.

### Section 11.5 Schedule

**DELETE:**

Attachments showing general firm information and organization may be included. Excessive or irrelevant materials will not be favorably received. The consultant shall e-mail, provide USB flashdrive, or a CD of a PDF of the proposal along with the submitted ten (10) copies of your Proposal for use by the selection committee.

The fifteen (15) pages of text shall not include the following towards the total:

1. Cover letter
2. Dividers
3. 11x17 shall be counted as one page
4. Double sided printing will count as two pages
5. Resumes

Resumes shall be included in an appendix.

## **Section 11: Proposal Requirements**

**ADD:**

### **Section 11.6: Response to RFP**

Attachments showing general firm information and organization may be included. Excessive or irrelevant materials will not be favorably received. The consultant shall e-mail, provide USB flashdrive, or a CD of a PDF of the proposal along with the submitted ten (10) copies of your Proposal for use by the selection committee.

The fifteen (15) pages of text shall not include the following towards the total:

1. Cover letter
2. Dividers
3. 11x17 shall be counted as one page
4. Double sided printing will count as two pages
5. Resumes
6. Pricing documentation submittal package

Resumes shall be included in an appendix.

Drafted // reviewed by:  
TPJ//jb

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