

ADDENDUM NO. 2

DATE: August 17, 2018

TO: All Potential Proposers

FROM: Penny Owens, Assistant Purchasing Agent, City of Knoxville

SUBJECT: Addendum No. 2 to the RFP for a Strategic Plan for the Future Use of Chilhowee Park and Exhibition Center

RFPs TO BE OPENED: August 24, 2018***(see below) at 11:00:00 a.m. (Eastern Time)

This addendum is being published to address the following items regarding the referenced RFP. This addendum becomes a part of the contract documents and modifies the original specifications as follows:

ITEM 1: Due to the revisions made to the scope of services in Addendum No. 1, the opening date for this RFP is hereby postponed until **August 31, 2018 at 11:00:00 a.m. (Eastern Time)**.

ITEM 2: Due to the opening date postponement, the Deadline for Questions is hereby postponed until close of business on August 24, 2018.

ITEM 3: This item provides responses to questions received from potential proposers:

Question #1: We are interested in submitting qualifications for Chilhowee Park Master Plan. Is there a proposed budget for the project?

Response: No.

Question #2: Will the current Zoo Strategic Plan and Master Plan be made available to respondents for review?

Response: The Zoo Strategic Plan and Master Plan will be provided to the winner proposer. Though we desire this project to compliment the Zoo's plans, this project is separate from the Zoo.

Question #3: Regarding the insurance, can your minimums be lowered? You are requiring \$2M/\$3M for General Liability and we carry \$1M/\$2M. For Professional Liability you are requiring \$2M and we carry \$1M.

Response: See Addendum No. 1 concerning the Professional Liability insurance. Yes, the General Liability requirement is hereby reduced to require \$1,000,000 each occurrence and \$2,000,000 aggregate.

Question #4: Can we get a list of companies that received this RFP?

Response: The City does not prepare a list of firms to notify for solicitations but rather uses our vendor registration system to send automated notices to those vendors registered to receive notification based on commodity codes.

Question #5: Will all questions be distributed to all recipients of the RFP?

Response: No. Per the RFP, responses to questions are posted on our website at www.knoxvilletn.gov/bids via addendum.

Question #6: Can we include all 7 copies of the proposal in one FedEx carton? Do you want each of the 7 copies in individual envelopes in that carton?

Response: Yes, all copies may be shipped in one carton and no, each copy is not required to be in an individual envelope within the carton.

Question #7: Whether companies from Outside USA can apply for this? (like, from India or Canada)?

Response: Yes.

Question #8: Whether we need to come over there for meetings?

Response: Yes, it will be necessary for the winning proposer to attend meetings and visit the site in Knoxville, TN.

Question #9: Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)?

Response: Not all tasks can be performed remotely.

Question #10: Can we submit the proposals via email?

Response: No.

Question #11: What's the maximum/minimum number of pages for the proposal?

Response: There is no maximum/minimum page requirement.

Question #12: The indemnification contract clause, based on preliminary underwriter review, renders a design professional uninsurable. Is this the City's intent?

Response: The City's indemnification clause is the standard clause issued with all Requests for Proposals.

END OF ADDENDUM 2