

EMPORIA STATE UNIVERSITY

ADDENDUM 1

Addendum Date: May 2, 2024

Addendum Number: 1

RFQ Number: 24-01

Questions Deadline: May 1, 2024 (2:00 pm CST)
Closing Date: May 9, 2024 (2:00 pm CST)

Procurement Director: Ashley Brandt
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Item: Campus Master Plan
Agency: Emporia State University (ESU)
Location(s): Emporia, KS 66801

Below are the answers to vendor questions submitted prior to the RFP questions deadline. If you have already submitted a proposal, you can update your proposal prior to the closing date/time listed above.

1. In regards to the last bullet point under “Consultant Qualifications” (page 5), what is included in the 40 pages? Does it include the cover/back, any tabs, or section dividers, and table of contents? Can the pages be setup double-sided, is so does each side count as a page? Any other formatting specifics we need to follow?

Please disregard the 40-page limit under the “Consultant Qualifications” section. We do not expect you to adhere to the requirement and it was an error on our part that the requirement was left in. We simply ask that you keep your proposals as concise as possible. We also ask that you please submit your proposals in electronic format (i.e. PDF).

2. Do we need to include an executed copy of the “Certification of Company Engaged in the Procurement or Obtainment of Certain Equipment, Services, or Systems” form at this stage with our proposal? If so, does this count toward the 40-page limit?

Yes, please sign the certificate and include it would your proposal. Please disregard the limit of 40 pages.