



**CITY OF CALLAWAY
PROFESSIONAL PLANNING SERVICES
RFQ NO.: CM2024-02**

ADDENDUM #1

Date Issued: February 12, 2024

This addendum is being released to address the following questions.

1. Should an e-copy be included with this submission? Page states that only 1 original and 5 copies are needed for submission, but page 16 states that we need to submit 1 original, 5 copies, and 1 electronic version. Please advise.

No electronic version is required with submittal. Submission should be 1 original and 5 copies.

2. Page 6 states: One (1) unbound original, with Notarized signatures, plus five (5) copies. Do all the copies need to contain wet signatures as well or can copies be made from the 1 original?

Only the original should have wet signatures, the others can be copies. You can mark which one is the "original". Notarized signatures are for any form that requires notarization such as the Public Entity Crimes Statement.

3. Similar to the Q&A due date and time, is the proposal also due at CST?

Yes, we are in the central time zone as we are located in Panama City, Florida.

4. Is there an estimated time frame needed for the information we present in Claims and Litigation History (Tab 6) section?

Yes, the City wants at least 5 years of Claims and Litigation History.

Audra K. Boswell

Audra K. Boswell, City Clerk

This Addendum must be acknowledged and included with the bid packet submission.

Signature

Company Name

Date