



**ACKNOWLEDGEMENT
RECEIPT OF ADDENDUM #1
RFP 17-CD03**

Upon receipt of documents, please email, fax or mail this page to:

City of Milton
Attn: Honor Motes, Purchasing Office
2006 Heritage Walk
Milton, GA 30004
Phone: 678-242-2500
Fax: 678-242-2499
Email: honor.motes@cityofmiltonga.us

I hereby acknowledge receipt of documents pertaining to the above referenced RFP.

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

Signature
ADDENDUM #1

Date

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RFP 17-CD03

QUESTIONS & CITY OF MILTON ANSWERS

1. Section 1.4, Item A.6.c requests experience and references (Page 11). Is it acceptable to provide both project experience of the organization as well as individual staff members' experience from prior employment and/or projects? – **Yes, it is acceptable to the City to provide both the project experience of the organization as well as individual staff members' experience from prior employment and/or projects.**
2. Section 1.4, Item A, the second Number 6 on Page 11 indicates pricing is a required submittal and directs proposers to see RFP Section 5. In reviewing Section 5, Evaluation Criteria, on Page 22, we saw only mention that cost of services is an evaluation criteria. Does the City have a particular form or format through which proposers should indicate and detail the project pricing/cost of services? ~ **See Cost Proposal below.**
3. Section 3.3, Scope of Work, Phase II description indicates on Page 21 that the contracted consultant will hold a project closeout meeting. Within the bullet describing that service, the City indicates that printed materials such as brochures and handouts would be part of the training. To be clear, and to price cost of services accurately, we wished to understand if the City meant that a nominal amount of such printed materials would be needed for attendees of the project closeout training only or if the consultant is to provide a larger number of printed brochures and handouts that the attendees would use in future landowner outreach and negotiations. – **Consultant should base their contract pricing for printed materials and brochures on providing a nominal amount of printed materials for the attendees at the project closeout training. If additional printed materials are desired by the City beyond that nominal amount, we can discuss and address the cost of the additional materials at a later point in time.**

SECTION 5: COST PROPOSAL



MUST BE RETURNED WITH PROPOSAL

One (1) original and two (2) copies shall be submitted in a **separate, sealed envelope** before the required deadline. The offerors cost proposal shall be signed by an authorized agent of the company. There is no maximum page limit to section 5.

The undersigned bidder, having familiarized themselves with the work required by the RFP, the bid documents, the site where the work is to be performed, all laws, regulations, and other factors affecting performance of the work, and having satisfied itself/himself/herself of the expense and difficulties attending performance of the work; Hereby proposes and agrees, if this bid for the above named project is accepted to enter into a contract to perform all work necessary to the successful completion of the contract; and to supply all required submittals as indicated or specified in the RFP and the bid documents to be performed or furnished by bidder for the total contract price of:

The initial term may be prorated to match our fiscal year which will begin October 1, 2017.

Total Price: \$ _____

Print Total Price in Words _____

Print/Type Company Name Here:

Authorized Signature _____ Date _____

Print/Type Name _____

Print/Type Title _____