

## ADDENDUM NO. 1

DATE: May 3, 2022

TO: All Potential Proposers

FROM: Penny Owens, Purchasing Agent

SUBJECT: Addendum No. 1 to RFQ – Grant Writing Services for Federal Infrastructure Discretionary Grants

PROPOSALS TO BE OPENED: **May 5, 2022, at 11:00 a.m. Eastern Time**

This addendum is being published to provide clarification regarding the above referenced RFQ. This addendum becomes a part of the Contract Documents and modifies the original specifications as noted.

### **Clarification of Contract Documents & Specifications:**

The following are responses to questions received from potential proposers:

#### **Questions**

**Question #1:** Is the City of Knoxville looking for on-call grant writing support or ongoing support?

**Response:** The City desires to pre-qualify multiple firms that have extensive experience in providing the type of services described in Section V (Scope of Service) of this RFQ so that the City can then reach out to these pre-qualified firms to negotiate the terms of a contract for individual projects as they arise.

**Question #2:** Will there be a webinar or information session hosted by the City for this RFQ?

**Response:** No.

**Question #3:** Will City meetings require in-person attendance, or can attendance be virtual?

**Response:** It is likely that in-person attendance to at least some meetings will be required. The City will determine the expected level of involvement during the contract negotiation process with the selected firm.

**Question #4:** Does someone with an engineering background need to be included as key personnel? If so, is there a specific engineering focus that individual(s) should have?

**Response:** Firms or team of firms should include key personnel who have an extensive understanding of transportation infrastructure networks and capital infrastructure improvements.

**Question #5:** Is there specific professional experience the City is looking for among the proposed key personnel?

**Response:** The City is looking for a firm or team of firms with experience in development of infrastructure grant strategies and grant writing services for federal and state grants aimed at public safety agencies for capital infrastructure improvements.

**Question #6:** Would this contract preclude us from getting design work resulting from the obtained grants?

**Response:** No, the purpose of this contract is for planning purposes only. Engineering design work would be performed under a separate contract. The City will comply with any procurement requirements set forth in the awarded grant contract in order to advertise for design services.

**Question #7:** How long is the contract for?

**Response:** Duration of contract is to be for one year with two optional one-year renewals.

**END OF ADDENDUM NO. 1**