

ADDENDUM 1

(please sign and return with the submittal)

I. Modifications.

A. Section 1.3 (Timeline) is revised to change the solicitation due date from February 23, 2024, to **March 8, 2024, 2:00pm.**

B. Section 11.5 (Offer Submittal Format) is added to the solicitation as follows:

11.5 Offer Submittal Format

The written proposal shall be signed by an individual authorized to bind the Offeror. The proposal shall provide the name, title, address, and telephone number of individuals with authority to contractually bind the company and who may be contacted during the period of the contract. All fees quoted shall be firm and fixed in accordance with this solicitation's contract terms. Each response shall be:

- i. Typewritten for ease of evaluation.
- ii. Submitted in an 8 ½ x 11 loose leaf three-ring binder, preferably using double sided copying and at least 30% post-consumer content paper. Offer may not exceed 100 single-sided pages exclusive of the following:
 1. Cover Letter. This letter should include the following information:
 - a. Identification of the Offeror, including name, title, address, telephone number and e-mail address, and signed by a representative authorized to bind the Offeror to the terms of the proposal.
 - b. The name(s), title, address, and telephone number of the individual(s) authorized to negotiate a contract with the CITY.
 - c. The name, title, address and e-mail address, and telephone number of the person who may be contacted during the proposal evaluation process.
 2. Technical Proposal
 3. Price Proposal
 4. Required Submittal Forms
- iii. Set for the in the same sequence as this RFP (i.e., Offerors should respond to this RFP in sequence and each response should reference the applicable section of this RFP)
- iv. Signed by a representative of the Offeror authorized to contractually bind the Offeror.
- v. All portions of this RFP contain numbered sections. The CITY requires that the proposals in response to this RFP be organized as indicated in **Section 11.2**, Technical Proposal, and **Section 11.3**, Price Proposal.



C. Written Inquiries. In response to Offerors' written inquiries submitted by the due date (February 7, 2024) in accordance with the Solicitation's Section 2.7 ("Inquiries"), the City of Phoenix ("**City**") provides answers to those inquiries below in this Addendum No. 1.

Answers to Offerors' Written Inquiries Submitted by Offerors

No.	Question	City's Response
1.	Is a neighborhood group like the SoPho Convening allowed to submit for this RFP?	It is the responsibility of each proposer to determine whether they meet the eligibility requirements outlined in the RFP. Please note Section 2.16 (Minimum Qualifications) and Attachment L (Minimum Qualifications Certification) provide minimum qualifications for this solicitation.
2.	This project secured a million-dollar grant. Are there additional local funds contributing to funding this project?	The FTA grant process requires matching funds, and the City of Phoenix meets this requirement through a combination of funds from participating departments and in-kind City staff time.
3.	Community Based Organization (CBO) Board Members and Advisory Board Members are likely to be included as technical staff on proposal submittals. Will dual participation be advantageously scored, or perceived as a conflict of interest?	<p>Although service as a member of a Board would not generally be disqualifying, the City cannot advise Offerors on their conflicts of interest and would encourage Offerors to consult with their own legal counsel on this issue. Please note the solicitation provides for the disclosure of any perceived conflicts, see Section 5.14 (Conflicts of Interest) and Attachment H (Conflict of Interest and Transparency Form).</p> <p>With regard to scoring of Offers, see Section 4 (Evaluation Process).</p>
4.	Given the detail necessary for the proposal breakdowns, would it be possible to extend the deadline for submittal by 2 weeks?	Yes. See Section I (Modifications), subsection A above.
5.	Can we use 11x17 pages and if so, does an 11x17 count as 1 or 2 pages?	No. See Section I (Modifications), subsection B above.
6.	Is the budget for all services described in the scope of work of the RFP \$1.2 million?	It is not in the City's best interest to disclose the budget for this solicitation. That budget information will become publicly available upon contract award.



7.	Are businesses that are in the process of being certified as an SBE or DBE with required documentation submitted permissible or qualified to be included in the proposal response?	The prevailing offeror may include in its offer any firms not yet certified under the DBE-certification standards (49 CFR Part 26, Subpart D and E), but if such certifications are not completed before executing the awarded contract, then those firms' participation will not be counted toward achieving the DBE goal.
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The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by signing below and returning the entire addendum with the bid or proposal submittal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____