



File No. 06.08.44
February 6, 2018

**ADDENDUM NO. 1
RFP FOR ENGINEERING DESIGN SERVICES
FOR THE
CITY HALL ACCESSIBILITY ASSESSMENT STUDY PROJECT**

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY STATING AS SUCH AS PART OF YOUR PROPOSAL'S COVER LETTER.

This addendum is issued to answer questions submitted during the Question and Answer period of this RFP.

Questions & Answers

1. In the proposal requirements, it does not mention that we include a Fee, but on page 5 of the RFP, it says to include the following:

The method of payment to the successful proposer shall be on a time and materials basis with a maximum "not to exceed" fee, as set by the proposer in his/her Proposal, as being the maximum cost to perform all work. This figure shall include direct costs, including labor, overhead, profit, and expenses, such as, but not limited to, transportation, communications, subsistence, materials, and any subcontracted items of work. Progress payments will be based on actual hours, hourly costs and support service costs charged to the project on a monthly basis. The maximum "not to exceed" cost shall be submitted with the Proposal in a separate, sealed envelope.

Yes, please provide a time and materials based fee with a maximum "not to exceed fee" for the services described in the Scope of Work of the proposal.

2. Do you have an allocated budget for this project?
The allocated budget for this project is \$10,000.
3. Will hazardous materials be part of this, or do you have your own hazardous materials consultant that will handle this?
Hazardous Material will not be a part of this study.

By:

Monique Fuhrman
Project Manager