



Addendum No. 1
REQUEST FOR PROPOSAL
COMMUNITY SERVICE BLOCK MASTER PLAN (CIP #8158)

DATE: March 2, 2023
ADDRESSEE: Plan Holders
RE: Request for Additional Information - Response

The following Request for Additional Information (RFI) was received prior to March 9, 2023 deadline regarding the Community Service Block Master Plan RFP. This addendum regarding the RFI and its response shall be considered merged with the original proposal package as if they were whole. Proposers shall acknowledge receipt of this Addendum in their Introductory Letter.

Below is the information for Addendum No. 1

Question 1: Will the addenda be posted on the City's website or emailed to proposers?

Response 1: Page 16. **Changes to the RFP Solicitation by Addenda** the following paragraph will revised as follows:

The City reserves the right to make changes to the RFP by written addendum, which shall be ~~issued by email format only to all those who have obtained the RFP documents by pick up, standard mail, or download at <https://www.ci.wilsonville.or.us/rfps> (from Home Page, select "Business" tab, select Bids & RFPs, and then select project link)~~ posted on the City's website <https://www.ci.wilsonville.or.us/rfps> and QuestCDN website www.questcdn.com (Project #8404215).

Question 2: Will the City be going out for a bond for this project(s)?

Response 2: Funding sources for projects identified in the Community Service Block Master Plan have not yet been determined.

Question 3: There is a significant amount of information requested in the Introductory Letter. Will the letter also be exempted from the 20- page limit?

Response 3: Page 8. **Proposal Format** the following paragraph will revised as follows:

Proposals shall be organized in accordance with the listed Proposal contents and shall not exceed 20 total pages. Supporting Information, as defined below, shall be provided in a separate section at the end of the Proposal, and not counted in the page limit requirements. A front cover sheet and one-page table of contents and Introductory Letter (limited to two pages maximum) are not counted in the page limit requirements.

Question 4: Please confirm the page count includes 20 double-sided pages, with one printed side of each sheet being counted as a single page. (Rather than a total of 40 pages)

Response 4: Page 8. **Proposal Format** language in the following paragraph is highlighted for clarity:

Proposals shall be typewritten with a standard body text font (e.g. Calibri, Times New Roman, Garamond) of at least 12-point. Proposals shall be preferably double-sided and stapled once or bound in the upper left-hand corner. The City requests that submittal materials contain post-consumer recycled content and are readily recyclable. The City discourages the use of materials that cannot be readily recycled, such as PVC binders, spiral bindings, and plastic or glossy covers or dividers. **One page is considered to be one side of a single 8½" x 11" sheet.**

Twenty (20) pages = Ten (10) sheets.

End of Questions and Responses for Addendum No. 1