

**RFP ADDENDUM #1**  
Date of Addendum: February 19, 2019

**NOTICE TO ALL POTENTIAL RESPONDENTS**

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

**PROPOSAL SUBMITTAL DEADLINE**

The Proposal submittal deadline has been changed as noted herein, and modifies the deadline stated in the RFP. The new Proposal submittal deadline is 5:00 pm on March 8, 2019.

**1.0 – RFP**

Item	Section	Description of Change
1.1	Introduction	<p>Add the following language after the first sentence of the paragraph:</p> <p>“The Grant Writing Services contemplated shall include assisting the City in researching and identifying potential grant opportunities and to provide strategic grant writing services associated with the completion and submission of grant applications including Technical Assistance and Program Administration.”</p>
1.2	Scope of Work	<p>Add the following language as additional bullet point:</p> <p>Technical Assistance and Program Administration - services shall include, but not be limited to: Grant application assistance, conducting required environmental review(s), coordinating with funding agencies, developing and administering agency contract(s), requesting, tracking and managing program funds in compliance with program guidelines, developing required public record systems, preparing for and assisting with agency audits and site visits, insuring Davis-Bacon management and record-keeping requirements are met, identifying Uniform Relocation Act compliance issues when required, managing any bid/contract</p>

		<p>grant requirements, technical support on any other requirements or criteria required for project implementation, developing appropriate agency reports, schedules and certifications, coordinating and conducting any required community and public input meetings, providing agency reports, and developing any annual and closeout agency submissions.</p>

**2.0 – QUESTIONS AND ANSWERS**

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted above in the RFP section of this Addendum.

Item	Questions and Answers
2.1	<p><u>Question:</u> Does the Grant Writing Services RFP include grant administration services?</p> <p><u>Answer:</u> The Grant Writing Services RFP was intended to encompass all grant writing and administration services and stated:</p> <p>“The City is seeking to contract with an individual or firm that specializes in the management of the overall grant process and can assist the City to maximize the benefits of grant funding.”</p> <p>This Addenda 1 is being issued to further clarify and specify all services sought from the successful proposer, and extend the date for responses to be submitted as a result of any confusion.</p>

**END OF ADDENDUM**