



April 3, 2020

Re: **20-RFP-SVMPO-OC1 ON-CALL PLANNING PROFESSIONAL SERVICES**

Dear Respondent(s):

This Addendum forms a part of the contract documents and **modifies** the original ITB documents as noted below:

- **RFP Pre-Proposal Meeting Call-In Option**

Consultant Firms interested in asking questions about the SVMPO On-Call Solicitation may call in for a non-mandatory Pre-Proposal Conference scheduled for Thursday, April 9, 2020 at 1:00 p.m. **Call in information is provided on Page 3 of the RFP.** Given the Governor's Declaration asking residents to stay at home and not travel, and that there are known cases of COVID-19 in Sierra Vista, it is **expected** that all interested consultant representatives will attend telephonically or submit their questions by e-mail by 1:00 p.m. on April 16th, as per the instructions on page 4 of the RFP.

- Respondents must submit two (2) printed, stapled hard copies and one (1) electronic PDF format submission, on a compact portable drive. Six (6) printed, bound, hard copies are no longer required.
- The ***preferred*** delivery mechanism is by USPS, FedEx, UPS or any other courier services. Hand delivery of sealed proposals is discouraged for respondents that do not reside in Sierra Vista. The City of Sierra Vista does not have electronic submission capabilities at this time.

Except as provided herein, all terms and conditions in the proposal referenced above remain unchanged and in full force and effect. Failure to return a signed copy of this addendum could render your proposal non-responsive.

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Procurement Division, City of Sierra Vista, 1011 North Coronado Drive, Sierra Vista, Arizona 85635 by the proposal due date and time **April 21, 2020 before 1:00 P.M. ARIZONA LOCAL TIME.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2020.

Name of Business

Signature of Authorized Representative/Title

Helen Lee

Contracts Management Analyst