

ADDENDUM NO. 1
TO THE REQUEST FOR PROPOSAL/INSTRUCTION FOR PROPOSERS
FOR DEVELOPMENT OF HOMER WAYFINDING-STREETScape PLAN
CITY OF HOMER, ALASKA

Addendum Issue Date: March 17, 2021

RFP Submittal Date: March 29, 2021 @ 4:00 PM (Monday)

Previous Addenda Issued: None

Issued By: Julie Engebretsen
Deputy City Planner
City of Homer
Homer, AK 99603



Rachel Tussey, CMC, Deputy City Clerk

Notice to RFP Submitters:

RFP submitters must acknowledge receipt of this addendum by one of the following methods:

- 1) By acknowledging receipt of this addendum in the RFP cover letter when proposal is submitted.
- 2) By email or facsimile which includes a reference to the project and addendum number.

The RFP submittals require acknowledgment individually of all addenda to the RFP. Any Proposals received without acknowledgment of receipt of addenda may be rejected prior to evaluation

The bid documents for the above project are amended as follows (all other terms and condition remain unchanged):

ITEM I – EXTENSION OF SUBMITTAL DATE FROM MARCH 25, 2021 TO MARCH 29, 2021; Section IV. Submittal Instructions Item C., Page 6 now reads as follows:

C. Sealed proposals must be received by the City Clerk’s Office at the address referenced below no later than 4:00 p.m. on ~~Thursday, March 25, 2021~~ Monday, March 29, 2021. The time of receipt will be determined by the City Clerk’s time stamp. Proposals received after that time shall not be considered.

ITEM II – CLARIFICATION TO NUMBER OF PAGES IN SECTION V. PROPOSAL FORMAT & CONTENT REQUIREMENTS ITEMS A AND B.

The cover page, table of contents, and any dividers do not count toward the maximum total number of pages for the submittal. Additionally, up to five (5) additional pages (for a combined total of 13 pages maximum to the Proposal Narrative) may be added with graphic examples of wayfinding work, with limited narrative (such as year and location) and related project or community web pages.

ITEM III – RESPONSES TO QUESTIONS SUBMITTED BY POTENTIAL PROPOSERS

For other general inquiries relating to the RFP issued that were not addressed in Item I and II, the following additional information is provided:

- 1) There are no points assigned to the schedule in the evaluation criteria table; is the schedule not scored?
 - a. Correct, the schedule is not scored.
- 2) Per RFP section V.B.1. Insurance – do we need to include proof with our proposal or just a statement about our coverage?
 - a. A statement of insurance is sufficient at this time. No need to provide a certificate.
- 3) Was there any conversation in the pre-planning of the RFP on revenue generating signage i.e.- bus shelter signs?
 - a. With this particular RFP no, as staff yes. Some staff want additional trash cans, and there's been discussion on if businesses could sponsor a trash can. More discussion can happen on that.
- 4) Physical copies: would you accept digital submissions?
 - a. The City of Homer's Procurement Policy is clear you have to provide the paper.
- 5) Is the budget in the RFP the final budget for the project or are there additional funding opportunities?
 - a. That is the final budget amount. No additional funding is anticipated or likely at this time.
- 6) You comment on additional funding, can you elaborate on that? Are you anticipating the consultants to provide resourcing?
 - a. This was a casual request from City Council that if there's something we're missing please let us know.
- 7) Would having more examples affect the weighting/scoring?
 - a. No.
- 8) Is there anything that they can view online or a site plan they can view virtually?
 - a. The Kenai Peninsula Borough Parcel Viewer would work, and the Planning Dept. has maps on their website. As far as identifying key locations, staff will help with that during the project.