



ADDENDUM NUMBER 1

RFP For Community Development Consulting Services

December 11, 2017

To All Prospective Offerors:

Given a delay in the response to submitted questions, the Due Date has been extended until as 2:00 p.m. on Monday, December 18, 2017.

Below are the questions the City received which may be pertinent to this solicitation. (If you believe you asked a question that was not answered satisfactorily, please contact the Single Point of Contact):

1. The RFP does not specify the length of the contract period. Is the contract to be executed with the selected consultant for a period of one year, only, or is it annually renewable at the City's discretion? **Answer: It is the City's expectation that the contract be awarded for a three-year term with the option to renew for another three-year term.**
2. The RFP (3.2.1) indicates that the consultant will "assist staff with preparing the annual submission" (a/k/a Annual Action Plan) to HUD and Item 3.2.11 states that the consultant will "assist with preparing the City's Five-Year Consolidated Plan." Normally, when the Consolidated Plan is prepared, the person or organization preparing the Five-Year Consolidated Plan also prepares the Year 1 Annual Action Plan. If the City intends for the consultant procured through this RFP to be primarily responsible for Annual Action Plan preparation for 2018, and a separately procured consultant will prepare the Five-Year Consolidated Plan for 2018-2022, overlapping responsibilities and duplication of efforts may occur. How is the City planning to deal with this? **Answer: The consultant procured will prepare the Annual Action Plan and the Consolidated Plan.**

3. Item 3.2.10 states that the consultant will “assist in preparing the Assessment of Fair Housing when due.” As the AFH preparation is nearing completion by Mosaic Community Planning, what role will the consultant procured under this RFP have with regard to the AFH? **Answer: For this AFH, the consultant will not have a role. However, should the City have to update the AFH, the consultant will be expected to assist.**

4. Page 7, Item 1.4.1 describes the Organization of a Proposal by stating that “Offerors must organize their proposals in the following format with tabs separating each section”
 1. Proposal Letter
 2. Letter of Interest
 3. Scope of Project/Specifications
 4. Addenda.

However, Pages 12-13 include a Section 4: Offeror Qualifications /Services not listed among the items 1-4, above. Should offerors insert an item 4: Offeror Qualifications /Services into the list of items above, and renumber the Addenda to become item 5? **Answer: Offerors may include *Offeror Qualifications/Services* in Section 3. Scope of Project/Specifications.**

COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the RFP to:

**City of Anniston – Finance Department
Anniston City Hall
1128 Gurnee Ave.
Anniston, AL 36201**

I hereby acknowledge receipt of Addendum 1 and have incorporated the changes into my proposal response for the above mentioned RFP.

COMPANY NAME: _____ CONTACT PERSON: _____

ADDRESS: _____ CITY: _____ STATE: ____ ZIP: ____

PHONE: _____ FAX: _____ EMAIL ADDRESS: _____

SIGNATURE: _____ DATE: _____