	SOLICITATION ADDENDUM		CITY OF GLENDALE Procurement Division 5850 W. Glendale Avenue Suite 317 Glendale, AZ 85301
	Solicitation Number: RFP 19-42	Addendum No. 2	
Solicitation Due Date: April 8, 2019 2:00 P.M. (Local Time)			

RFP 19-42
CITY ZONING CODE REWRITE SERVICES
ADDENDUM NO. 2

As a result of the pre-proposal conference conducted on March 28, 2019 and subsequent bidders' questions, RFP 19-42 is clarified as follows:

1. **QUESTION:** Can you please provide the budget amount for this project?
RESPONSE: The budget for this project is \$450,000.


2. **QUESTION:** Does the City expect a detailed breakdown of costs by task and staff member, or simply an all-inclusive total cost for the work submitted on the Pricing Workbook?
RESPONSE: The City needs an all-inclusive total cost. However, as part of the cost evaluation process, the City would also like to see how the total cost is broken down or appropriated (see Pricing Workbook format as an example).

3. **QUESTION:** Please clarify the intended phasing of the project. Page 9 of the proposal indicates that the scope of work will be completed in four phases. However, the proposal only describes Phase 1 (Initial Tasks-Assessment and public outreach) and Phase 2 (Drafting, Communication and Adoption). Is it correct that the other two phases include the 30-day internal staff review and a 3-day external review?
RESPONSE: Page 9 has a couple erroneous references to 4 project phases. The project is intended at this point, to have only two phases as outlined in the scope and the tentative schedule. The two 30-day review periods would occur in Phase 2 and could be identified as sub-tasks under Phase 2. Respondents may wish to break down the 2 phases into sub-tasks or similar nomenclature.

Regarding project schedule: The City has indicated our preferred overall time frame for the Update project. This is a goal. A proposer may recommend a different time frame, based on their experience and understanding of the project. Qualified respondents whose proposed time frame more closely match the City's 14-month goal, may be preferred. In all cases, a final project schedule is expected to be a component of the negotiated contract with the successful offeror.

4. **QUESTION:** Can we submit our own formatted response workbook that address the 3 required responses or must we adhere to the exact pd format/fill out actual workbook outlined in the RFP?
RESPONSE: Yes, you can edit the PDF or you can create a separate document. If in a separate document, please make sure that you reference the number in the response workbook.

5. **QUESTION:** Do we need to list our Transaction Privilege Tax (TPT) License and our Tax Rate, or can we just list our license number?

	SOLICITATION ADDENDUM		CITY OF GLENDALE Procurement Division 5850 W. Glendale Avenue Suite 317 Glendale, AZ 85301
	Solicitation Number: RFP 19-42	Addendum No. 2	
Solicitation Due Date: April 8, 2019 2:00 P.M. (Local Time)			

RESPONSE: If possible, please provide your TPT license and tax rate. Our A/P office needs that info when processing your future invoices.

6. QUESTION: Can I get the information of who the City is using currently for the website update mentioned for better integration with this task?? If so may we try to partner with them or is that seen as a conflict?

RESPONSE: That is not considered a conflict of interest since the website contractor is not bidding on RFP 19-42. The new website is being built by CivicLive: <http://www.civiclive.com/>

All other solicitation provisions, terms and conditions and scope of work shall remain the same. Offerors must acknowledge receipt and acceptance by returning this addendum with their proposal.

Name of Company:	_____
Address:	_____
Authorized Signature:	_____
Print Name and Title:	_____