

CITY OF HOBOKEN

ADDENDUM TO RFP DOCUMENTS

Request for Proposal (RFP) – Professional Services RFP 19 – 06 - Hoboken Vision Zero Action Plan

This Addendum # 1, dated July 17, 2019 is issued to modify the above mentioned RFP and is hereby made part of the RFP documents. Please attach this Addendum #1 to the original documents in your possession, and ensure same is included in your proposal.

A. Questions and answer:

Q1. Will the consultants need to staff the Open Houses of Task B or only provide content?

A1. The City prefers that the consultant provides at least some staffing at open houses as long as doing so doesn't result in a reduction in scope for other tasks.

Q2. Could you confirm that the analysis of Task C1 will be based on available data, and that there is no need to perform additional data collection (e.g. traffic counts)?

A2. Yes, the City will provide the data for analysis.

Q3. The RFP states "if requested oral demonstration/presentation at City Hall" have potential interview dates been identified?

A3. No. At its sole discretion the City may schedule an interview after the deadline of submission.

Q4. Would the City consider setting up payment for this project on a lump sum (fixed price) basis payable monthly for percentage of services completed?

A4. See page 15 – payment terms. The city will set a blanket purchase order for the total amount of the contract awarded.

Q5. Are cost proposals submitted by proponents required to comply with federal acquisition regulation (FAR) part 31 (federal cost principles for-profit entities)?

A5. No. FAR 31 applies to federal agency.

Q6. Do rates need to be based on raw direct pay rate times overhead?

A6. Your company will have to decide on how to compute your rate.

Q7. Can profit be applied to rate inclusive of overhead?

A7. See A6 above.

Q8. Are the RFP forms only needed by the Prime, or does subs need to fill out the forms?

A8. All required documents shall be properly executed by the vendors including subcontractors.

Q9. What is the budget for this project?

A9. The project budget has a range between \$50,000-\$100,000.

Q10. May a proposer include in its exception a request to negotiate provisions included in the solicitation for inclusion in a final contract upon selection? We understand that the applicable provisions of the "STATUTORY AND OTHER REQUIREMENTS" section is not open to negotiation.

A10. Yes. You can take exceptions to the terms and specifications. The City will evaluate all exceptions. The City reserves the right at its sole discretion to deny or accept your exceptions.

B. The City will not accept questions/RFI at this time. Submission deadline remains the same: July 24, 2019 at 3:00 pm prevailing time.

This addendum will be published in the newspaper and posted on the City of Hoboken website to ensure compliance.

There are no other changes to this RFP documents as part of this addendum.

ATTEST:

Date: July 17, 2019

AL B. Dineros, QPA
Purchasing Agent

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RFP 19 – 06 - Hoboken Vision Zero Action Plan**

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	Dated	Acknowledge Receipt (initial)
Addendum 1	July 17, 2019	_____
_____	_____	_____
_____	_____	_____

Acknowledged for: _____
(Name of Bidder)

By: _____ Date: _____
(Signature of Authorized Representative)

Name: _____ Title/Position: _____
(Print or Type)