



Department of Management Services

Purchasing Division

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ADDENDUM #1

January 21, 2022

TO: ALL Prospective Proposers  
PROJECT: ARPA Compliance Consultant  
PROPOSAL REFERENCE #: 91825-001.0  
PROPOSAL OPENING DATE/TIME: **February 1, 2022 at 3:00 p.m. Local Time**

The purpose of this addendum is to clarify and/or modify the Proposal Items and/or Specifications for this project. All work affected is subject to all applicable terms and conditions of the Proposal and Contract Documents.

1. NOTE: The PROPOSAL OPENING DATE/TIME has been changed to:  
**Tuesday, February 1, 2022 at 3:00 p.m. Local Time**

2. REPLACE:

2.1. Replace SECTION II, PROPOSAL AND AWARD (Page 2 of the RFP Document) not to exceed pricing with the below requested pricing chart:

To better clarify scope, estimate pricing utilizing the following chart.

Use 1,000 hours total for the three (3)-year term as the amount to allocate among the various levels of staff.

**YEAR 1** (500 hours)

	<u>Hourly Rate</u>	<u>Number of Hours</u>	<u>Estimated Total</u>
Partner	\$ _____/hr	x _____ hours	= _____
Manager	\$ _____/hr	x _____ hours	= _____
Staff	\$ _____/hr	x _____ hours	= _____
Administrative Support	\$ _____/hr	x _____ hours	= _____

**YEAR 1 ESTIMATED TOTAL** \_\_\_\_\_

**YEAR 2** (250 hours)

	<u>Hourly Rate</u>	<u>Number of Hours</u>	<u>Estimated Total</u>
Partner	\$ _____/hr	x _____ hours	= _____
Manager	\$ _____/hr	x _____ hours	= _____
Staff	\$ _____/hr	x _____ hours	= _____
Administrative Support	\$ _____/hr	x _____ hours	= _____

**YEAR 2 ESTIMATED TOTAL** \_\_\_\_\_

**YEAR 3** (250 hours)

	<u>Hourly Rate</u>		<u>Number of Hours</u>		<u>Estimated Total</u>
Partner	\$ _____/hr	x	_____ hours	=	_____
Manager	\$ _____/hr	x	_____ hours	=	_____
Staff	\$ _____/hr	x	_____ hours	=	_____
Administrative Support	\$ _____/hr	x	_____ hours	=	_____

**YEAR 3 ESTIMATED TOTAL** \_\_\_\_\_

**THREE-YEAR PROJECT GRAND TOTAL** \_\_\_\_\_

**2.2. Replace SECTION IV, SCOPE OF WORK, 6. EVALUATION CRITERIA (Page 12 of the RFP Document) with the following language:**

Proposals will be evaluated by City staff based upon the responsiveness of the Proposal to this RFP. All proposals will be evaluated using the criteria listed below:

- 6.1. Project Experience (90 Points)
- 6.2. Experience of Key Personnel (90 Points)
- 6.3. Project Understanding and Approach (60 Points)
- 6.4. Location of Performing Office (30 Points)

Based on the following criteria:

Distance of participating office from Kalamazoo City Hall per Google Maps.

- 0-15 miles = 30 points
- 15.1-30 miles = 25 points
- 30.1-45 miles = 20 points
- 60.1-75 miles = 10 points
- 75.1-90 miles = 5 points
- 90.1+ miles = 0 points

**6.5. Price (30 Points)**

Rated on a scale where the lowest priced proposal will score 30 points.

Other proposals will be rated in comparison to the lowest priced proposal.

Evaluation criteria categories are subjective to the selection committee's understanding of the Contractor's proposal.

The Addendum can be viewed and downloaded from the City's website at <https://www.kalamazoocity.org/bidopportunities>.

**In order for a proposal to be responsive, this signed addendum must be returned with your proposal.** If you have already submitted your proposal, acknowledge receipt and acceptance of this addendum by signing in the place provided and returning it to the undersigned and it shall be incorporated in your proposal. Please identify your return envelope with the proposal reference number and project description.

Sincerely,



**Michelle Emig**  
Purchasing Division Manager

c: Steve Vicenzi, Director of Management Services/  
Chief Financial Officer  
Evaluation Committee Members

FIRM: \_\_\_\_\_ SIGNED: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Type or Print)