

Department of City Development of the  
City of Milwaukee

Request for Proposal #57673  
Market Analysis for the Near West Side

Addendum #1  
May 31, 2016

**THIS ADDENDUM IS ISSUED TO MODIFY, CLARIFY OR CORRECT THE ORIGINAL DOCUMENTS AND IS HEREBY MADE A PART OF SAID DOCUMENTS.**

The following are Questions & Answers received for this RFP:

**Question 1:** On page 4 of the RFP, under “V. Proposal Submission Requirements and Selection Procedures: A. Proposal Contents,” it states that each section should not exceed one page in length. Does this apply to section 4, which documents the team’s past experience and qualifications, including project summaries, descriptions of the firm’s involvement, references, dates performed, etc., or can this be submitted as an appendix?

**Answer 1:** Consultants can provide one page for each of the first two items requested under Section 4. In other words, one page on the consultant teams planning process and one page on the consultant’s experience with similar projects. The work sample should be submitted as an appendix and is not subject to a page limit.

**Question 2:** Also on page 4, under item 4, the RFP asks for a work sample. Is it acceptable to submit **one** hard copy and one electronic of this work sample, or would you like **six** hard copies (one with each copy of the proposal) and one electronic copy?

**Answer 2:** Please submit one hard copy and one electronic copy of the sample.

**Question 3:** If using subcontractors, should the proposer submit project summaries and resumes for the subcontractor firm, or just identify their company and contact information, as requested on the top of page 5 of the RFP?

**Answer 3:** For subcontractors, please include the company name and contact information and identify what role the subcontractor will perform on the project when responding to item #5 “Staffing RFP.” It would also be acceptable to include information about subcontractor experience and qualifications in this section (subject to the one page limit for this item).

**Question 4:** Is the DCD looking for a description of our approach/scope for this assignment? If so, should this adhere to the one-page maximum requirement?

**Answer 4:** This information would be appropriately included in the Letter of Transmittal and/or when responding to the first element of item #4 “Documentation of Past Experience and Qualifications.” Both of which are subject to the one page maximum (see answer #1 above for additional clarification).

ALL PROPONENTS SHALL ACKNOWLEDGE RECEIPT AND ACCEPTANCE OF ADDENDUM NUMBER 1 (DATED May 31, 2016) FOR REQUEST FOR PROPOSAL #57673, BY SIGNING IN THE SPACE PROVIDED AND SUBMITTING THE SIGNED ADDENDUM WITH YOUR REQUEST FOR PROPOSAL. PROPOSALS SUBMITTED WITHOUT THIS ADDENDUM MAY BE CONSIDERED NON-RESPONSIVE.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
COMPANY NAME