**RFP ADDENDUM #1**

Date of Addendum:\_\_\_\_\_\_\_\_\_\_\_\_

**Notes to Preparer of Addendum:**

1. Delete any sections below that do not apply for a specific addendum and renumber accordingly.
2. Delete all Yellow highlighted text from the Addendum.
3. Complete the project related information in the header of the Addendum.
4. Have the Addendum reviewed and approved by CPO’s Contracts Manager or Contracts Administrator prior to distribution.

**NOTICE TO ALL POTENTIAL RESPONDENTS**

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| The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal. |

**PROPOSAL SUBMITTAL DEADLINE**

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| Note to Preparer of Addendum: Select one of the following two options below regarding the Submittal Deadline. Delete this yellow highlighted “Note” and the option not applicable.  The Proposal submittal deadline remains the same and is not changed by this Addendum.  Or  The Proposal submittal deadline has been changed as noted herein, and modifies the deadline stated in the RFP. The new Proposal submittal deadline is 3:00 pm on  (insert date here)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |

**1.0 – RFP**

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| Note to Preparer of Addendum: The following provides guidance on the correct wording for “Description of Change” for the RFP section below. Changes should be in the order they appear in the RFP to make it easier to read. If necessary, consult with the Contracts Manager/Administrator for assistance in developing this section of the addendum. Items 1.1 through 1.3 below are provided as examples only; they should be modified, added to, or deleted, as necessary, along with this yellow highlighted “Note”. | | |
| Item | Section | Description of Change |
| 1.1 | Project Description | Add the following language after the first sentence of the second paragraph: “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”. |
| 1.2 | GC/CM Selection Process/Informational Meeting | The date and time of the Pre-Submission Meeting has been changed to the following: \_\_\_\_ (date) at (time). The location remains the same. |
| 1.3 | Proposal Evaluation Criteria | Delete the second sentence of paragraph 9.6 and replace it with the following language: “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.” |

**2.0 – QUESTIONS AND ANSWERS**

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| Note to Preparer of Addendum: Questions and answers should be provided only when they are necessary to clarify what is already in the Contract Documents. If a question results in a change to the RFP, these changes should be noted above and not included in the Question and Answer section. Consult with the University’s Contracts Manager/Contracts Administrator for guidance on these issues. Delete this yellow highlighted “Note.”  The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted above in the RFP section of this Addendum. | |
| Item | Questions and Answers |
| 2.1 | Question:  Answer: |

**3.0 – INFORMATION**

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| Item 3.1 is provided as an example of information that may be included in this section.  The following item(s) are provided as a matter of information only to all respondents and do not modify or become part of the Contract Documents. | |
| Item | Description |
| 3.1 | Attached to this Addendum is a list of attendees at the Informational Meeting. |

**END OF ADDENDUM**