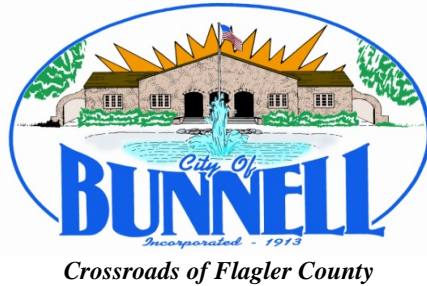


CATHERINE D. ROBINSON
MAYOR

JOHN ROGERS
VICE-MAYOR

DAN DAVIS
CITY MANAGER



COMMISSIONERS:

ELBERT TUCKER

BILL BAXLEY

JOHN SOWELL

DATE: August 25, 2017

TO: ALL BIDDERS

FROM: Stella Gurnee, Finance Director

RE: Addendum #3 for RFP 2017-04 Grant Writing & Administrative Services

This addendum is being issued to provide all prospective proposers information on questions submitted regarding the above bid.

Response (shown in **red**) to questions submitted as of August 23, 2017, are as follows:

- The overview reads that the grant professional will be required to attend all pre-construction conferences. Are you referring to attending the Florida DEO Contract Implementation Workshop or other mandatory trainings provided by the DEO? **No**
- Will the grant professional also be required to attend regularly scheduled meetings with the selected contractor and/or City Staff? **Yes** If so, approximately how many meetings will the grant professional be required to attend? (pg. 8, paragraph 2). **Approximately 15 meetings.**
- What is the expected start and end date for the contract (is this one year or multiple years)? **Start date is immediately. Project completion is estimated to be June 2019 (multiple year project).**
- As an alternative, we respectfully submit the City consider reducing the number of letters to five, and / or requesting contact information for projects on which the firm (or if the firm is new, the key staff) has worked in recent years. **There is not a required number of reference letters.**

In all other respects, except as specifically stated herein, the subject RFP remains unchanged.

END OF ADDENDUM #3

The City of Bunnell is an Equal Opportunity Service Provider.

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