

ADDENDUM No. 1

RFP No. 24-34

MOTOR CONTROL CENTERS E & F REPLACEMENT

Due: Friday, June 7, 2024, at 3:00 P.M. (local time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes FOUR (4) pages.**

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document should be included in submitted proposal:

- **Attachment B - General Declarations**
- **Attachment D - Prevailing Wage Declaration of Compliance**
- **Attachment E - Living Wage Declaration of Compliance**
- **Attachment G - Vendor Conflict of Interest Disclosure Form**
- **Attachment H - Non-Discrimination Declaration of Compliance**

Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.

I. CORRECTIONS/ADDITIONS/DELETIONS

Changes to the RFP documents which are outlined below are referenced to a page or Section in which they appear conspicuously. Offerors are to take note in its review of the documents and include these changes as they may affect work or details in other areas not specifically referenced here.

Section/Page(s)	Change
Section I, page 4	Replace Section I, page 4 with page 4-R-1, which is attached to this addendum. Remove: A mandatory pre-proposal conference for this project will be held on Tuesday, May 21, 2024 at 10:00 a.m. at the City of Ann Arbor's Water Resource Recovery Facility located at 49 Old Dixboro Road, Ann Arbor, MI 48105. Replace with: A mandatory pre-proposal conference for this project will be held on Wednesday, May 22, 2024 at 9:00 a.m. at the City of Ann Arbor's Water Resource Recovery Facility located at 49 Old Dixboro Road, Ann Arbor, MI 48105.

Section I, page 8

Replace Section I, page 8 with page 8-R-1, which is attached to this addendum.

Paragraph **P. SCHEDULE**
Pre-Proposal Conference

Remove: May 21, 2024, 10:00 a.m. (Local Time)

Replace with: May 22, 2024, 9:00 a.m. (Local Time)

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.

A **mandatory** pre-proposal conference for this project will be held on **Wednesday, May 22, 2024 at 9:00 a.m. at the City of Ann Arbor's Water Resource Recovery Facility located at 49 Old Dixboro Road, Ann Arbor, MI 48105. Failure to attend the meeting and sign the RFP sign-in sheet at the pre-proposal meeting will automatically disqualify a bidder from submitting a valid proposal.** Any proposal submitted by a party not attending and signing the roster at the pre-proposal meeting will not be opened or considered. Administrative and technical questions regarding this project will be answered at this time. The pre-proposal meeting is for information only. Any answers furnished will not be official until verified in writing by the Financial Service Area, Procurement Unit. Answers that change or substantially clarify the proposal will be affirmed in an addendum.

E. PROPOSAL FORMAT

To be considered, each firm must submit a response to this RFP using the format provided in Section III. No other distribution of proposals is to be made by the prospective bidder. An official authorized to bind the bidder to its provisions must sign the proposal. Each proposal must remain valid for at least one hundred and twenty (120) days from the due date of this RFP.

Proposals should be prepared simply and economically providing a straightforward, concise description of the bidder's ability to meet the requirements of the RFP. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

F. SELECTION CRITERIA

Responses to this RFP will be evaluated using a point system as shown in Section III. A selection committee comprised primarily of staff from the City will complete the evaluation.

If interviews are desired by the City, the selected firms will be given the opportunity to discuss their proposal, qualifications, past experience, and their fee proposal in more detail. The City further reserves the right to interview the key personnel assigned by the selected bidder to this project.

All proposals submitted may be subject to clarifications and further negotiation. All agreements resulting from negotiations that differ from what is represented within the RFP or in the proposal response shall be documented and included as part of the final contract.

G. SEALED PROPOSAL SUBMISSION

All proposals are due and must be delivered to the City on or before Friday, June 7, 2024 by 3:00 p.m. (local time). Proposals submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile **will not** be considered or accepted.

appropriate instructions for filing the protest. The protest shall be reviewed by the City Administrator or designee, whose decision shall be final.

Any inquiries or requests regarding this procurement should be only submitted in writing to the Designated City Contacts provided herein. Attempts by the bidder to initiate contact with anyone other than the Designated City Contacts provided herein that the bidder believes can influence the procurement decision, e.g., Elected Officials, City Administrator, Selection Committee Members, Appointed Committee Members, etc., may lead to immediate elimination from further consideration.

P. SCHEDULE

The following is the schedule for this RFP process.

Activity/Event	Anticipated Date
Pre-Proposal Conference	May 22, 2024, 9:00 a.m. (Local Time)
Written Question Deadline	May 24, 2024, 5:00 p.m. (Local Time)
Addenda Published (if needed)	Week of May 28, 2024
Proposal Due Date	June 7, 2024, 3:00 p.m. (Local Time)
Selection/Negotiations	June 2024
Expected City Council Authorizations	July 2024

The above schedule is for information purposes only and is subject to change at the City’s discretion.

Q. IRS FORM W-9

The selected bidder will be required to provide the City of Ann Arbor an IRS form W-9.

R. RESERVATION OF RIGHTS

1. The City reserves the right in its sole and absolute discretion to accept or reject any or all proposals, or alternative proposals, in whole or in part, with or without cause.
2. The City reserves the right to waive, or not waive, informalities or irregularities in terms or conditions of any proposal if determined by the City to be in its best interest.
3. The City reserves the right to request additional information from any or all bidders.
4. The City reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested within RFP.
5. The City reserves the right to determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or a revised scope be implemented.
6. The City reserves the right to select one or more contractors or service providers to perform services.