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PARKS MASTER PLAN RFP ADDENDUM #3

This Addendum #3 to the City of Livingston's Parks Master Plan RFP provides answers to questions submitted by holders of the RFP on or before December 21, 2023.

Q1: Can you please provide the City's budget for this project?

A1: The budget is \$30,000.00.

Q2: Page X of the RFP states that the responses to questions will be posted on January 12, which is after the proposal deadline. Are you able to respond to questions as they are received in order for submitters to incorporate any changes in to their proposals?

A2: That section of the RFP pertains to notifying proposers whether their bid has been accepted or not. Questions may be submitted until 2:00 PM on December 21st, and will be answered as promptly as possible. Responses to submitted questions will be posted as Addenda to the RFP.

Q3: We would likely utilize the electronic delivery option. Is there a limit on the size of attachments you can receive via email?

A3: File attachments should be no larger than 20 MB per Outlook guidelines.

Q4: Is the 25-page limit counted as 25 single sheets of paper (double sided) or 25 sides of paper (single sided)?

A4: 25 single sheets of paper (double sided) is acceptable.

Q5: If an 11x17 page is used for charts, will that count as one page?

A5: Yes. It would be counted as one page.

Q6: Will the two-page resumes count against the page limit?

A6: No, the 25 page limit refers to the proposal itself.

Q7: Will the Cost and Price Proposal count against the page limit?

A7: Yes.

Q8: Will the Appendices count against the page limit?

A8: Information considered by Proposer to be pertinent to this project and which has not been specifically solicited in any of the aforementioned sections may be placed in a separate appendix section. Proposers are cautioned, however, that this does not constitute an invitation to submit large amounts of extraneous materials. Appendices should be relevant and brief.

Q9: On the Price Summary Sheet, there is a line item for "Price for Additional Logo Colorways". May we leave that blank, or is there other information you would like on that line?

A9: It is acceptable to leave it blank.