ADDENDUM
REQUEST FOR PROPOSAL
MHJ0104
BUSINESS OUTREACH AND ENGAGEMENT
CITY OF AUSTIN, TEXAS

Solicitation: RFP MHJ0104 **Addendum No:** 1 **Date of Addendum:** 06/06/2016

This addendum is to incorporate the following changes to the above referenced solicitation:

1.0 Questions and Answers

1.1. Q: What is the contract budget?

A: $35,000.00

1.2. Q: Does the initial 12-month contract term include 3 or 4 new business districts?

A: The initial 12-month contract term includes 4 districts.

1.3. Q: Who are the other members of the project team besides the City Soul-Y staff and the successful bidder?

A: Contractors who are part of the the Soul-y Austin team including professionals assisting with placemaking, district planning, visioning and design, training and technical assistance and formation assistance for merchants associations. Specific Contractors have not been identified to date.

1.4. Q: On page 4 of the Scope of Work, does “refine educational materials” mean that the consultant would be responsible for producing/printing the educational materials?

A: The City of Austin will be responsible for printing the educational materials. The selected Contractor will be asked to assist with refining the current educational materials to ensure they are audience appropriate and clear in messaging.

1.5. Q: How many meetings in the districts do you anticipate the consultant would be facilitating versus participating in?

A: The Contractor will be responsible for facilitating a maximum two meetings in each district.

1.6. Q: Does facilitation include organizing the meetings (inviting participants, scheduling meeting location, sending meeting reminders, etc.)?

A: The City of Austin will organize the meetings including meeting logistics, meeting reminders, and inviting participants via phone and email. The Contractor will be responsible for the initial door to door outreach and will assist in sharing meeting dates during this time. The agenda for the meetings will be set in collaboration with the Soul-y Austin team.

1.7. Q: Aside of Spanish do you have information of what other likely languages where translation may be necessary?

A: No additional languages have been identified as this time. It is not a requirement of the Contractor to be versed in any other languages aside from Spanish.

1.8. Q: Could you share an estimate time duration for each of 3.1, 3.2 and 3.3 venues, and if these will typically occur in business hours and/or some may occur at other agreeable times that may include the weekends?

A: Business meetings may take place in the evenings and on the weekends. The RFP specifically makes note that the Contractor should be flexible to working nontraditional hours to assist in the execution of the deliverables. Technology and equipment including laptops and projectors will be provided by the City.

- Facilitation/participation: each meeting with the business stakeholder group on average is 60-90 minutes.
- Open houses would not exceed 3 hours maximum per open house.
- Workshops on average are 3-4 hours each.

2.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY: _____ 06-09-2016

Marty James, Buyer II
Purchasing Office, 512-974-3164

Date

ACKNOWLEDGED BY:

_____ _____ _____

Name Authorized Signature Date

<u>RETURN ONE COPY OF THIS ADDENDUM</u> TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICIATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.