



City of Carlsbad, New Mexico
RFP # 2017-31
Addendum #1

12/18/17

Addendum Notice – Management Services for Walter Gerrells Performing Arts Center

The City has been asked the following questions regarding RFP 2017-31 and offers the following responses in blue text:

1. How many copies of the proposal are needed? **Please see attached section from the RFP.**

A. **NUMBER OF RESPONSES**

Offerors shall submit **four (4) copies of their proposal** in response to this RFP.

B. **NUMBER OF COPIES**

1. **Hard Copy Responses**

Offeror's proposal must be clearly labeled and numbered and indexed as outlined in Section III.C. Proposal Format. Proposals must be submitted as outlined below. The original copy shall be clearly marked as such on the front of the binder. Each portion of the proposal (technical/cost) must be submitted in separate binders and must be prominently displayed on the front cover. Envelopes, packages or boxes containing the original and the copies must be clearly labeled and submitted in a sealed envelope, package, or box bearing the following information:

Offerors should deliver:

1. **Technical Proposals – Four (4) HARD COPIES**, containing ONLY the Technical Proposal; .

- Proposals containing confidential information must be submitted as two separate binders:
- Unredacted version for evaluation purposes
 - Redacted version (information blacked out and not omitted or removed) for the public file

2. **Cost Proposals – One (1) ORIGINAL,containing ONLY the Cost Proposal.** Cost Proposal shall be in separate labeled binders from the Technical Proposals.

2. Is the due date for the RFP January 5th or January 2nd? The RFP list both dates. Please see the attached table from the RFP. The due date for submitting proposals is January 5th by 5:00 p.m. (MST). The January 2nd date is the Procurement Manager’s deadline to respond to any questions ask by potential proposers.

The Procurement Manager will make every effort to adhere to the following schedule:

<u>Action</u>	<u>Responsible Party</u>	<u>Important Dates</u>
1. Issue RFP	Procurement Manager	December 8, 2017
2. Distribution List	Agency	December 8, 2017
3. Pre-Proposal Conference	Agency	Not Scheduled
4. Deadline to submit Questions	Potential Offerors	December 29, 2017
5. Response to Written Questions	Procurement Manager	January 2, 2018
6. Submission of Proposal	Potential Offerors	<u>January 5, 2018</u>
7. Proposal Evaluation	Evaluation Committee	January 8 - 15, 2018
8. Selection of Finalist	Evaluation Committee	January 17, 2018
9. Award Recommendation	Procurement Manager	January 17 2018
10. City Council Award Approval	City Council	January 23, 2018
11. Award Announcement	Procurement Manager	January 24, 2018
12. Protest Deadline	Procurement Manager	Award Date+15 days
13. Contract Negotiations	City Attorney	TBD
14. Approval of Final Contract	City Council	TBD

Matt Fletcher
Purchasing Manager
City of Carlsbad
575-234-7905

If you have any questions, please feel free to contact me at 575-234-7905 or email me at msfletcher@cityofcarlsbadnm.com.

Please return a signed copy of this addendum notice with your bid.

X _____
Name of Representative

Date: _____