



**Request for Qualifications
No. 18-19-05
LAND PLANNING and ZONING CONSULTANT SERVICES**

**Addendum No. 2
Issued February 22, 2019**

Question:

Does the City require consultants to sign the contract as a part of the proposal or can consultants provide a statement stating that it is the consultant's intent to sign the Exhibit B - Contract if awarded?

Answer:

It is the City's goal to have an actionable contract in hand for most final, approved solicitations. This allows for the city parties to execute a "pre-signed" contract from any vendor immediately upon city commission approval. (The alternative is commission approval, city signatures, then a delay in getting the signed contract returned from the approved vendor.)

While this is an immutable requirement for ITB and RFP submissions, there is some flexibility in an RFQ like this. Since any contract that comes out of an RFQ process will have an addendum to it based upon the CCNA negotiation, a signed contract as presented in the solicitation is strongly preferred, but not absolutely required. Therefore, a memo on company letterhead agreeing to the terms of the contract, with the signature of the principal(s) of your company should be sufficient.

Additionally, if hesitancy to sign is based on any of the terms of the contract, please return the contract annotated with your concerns or requests along with your submission. While minor changes are usually negotiable, significant substantive changes to the draft will not likely be approved.

Finally, note that any contract must be signed by a vendor before the commission will take any action to approve final execution of the contract.