

## Addendum No. 1

### PROPOSAL INSTRUCTIONS

Three [3] hard copies and one [1] electronic copy (USB flash drive) of the proposal documents in PDF file format must be received in a sealed envelope plainly marked "Sealed Proposal for Engineering Services for "970811 Hanley Road Reconstruction and Improvements Project" with the due date and time in the lower left corner of the envelope. An authorized representative of the company/person submitting the proposal must sign in blue ink.

**Proposals are due on Thursday, November 30, 2017 at 9:00 a.m.** Proposals must be submitted to the City Clerk Kimberlie Clark, Dardenne Prairie City Hall, 2032 Hanley Road, Dardenne Prairie, Missouri 63368 prior to the deadline.

Proposers are encouraged to propose only on those projects for which they believe they can best provide the highest quality services with the most suitable design team. Proposers are encouraged to concisely, yet fully, address all of the proposal requirements. Proposal volume will not be a factor in the selection.

The CITY will review each proposal received based on the Proposal Evaluation Criteria specified in this solicitation. After the proposal review period, a limited number of firms may be invited in for an interview. The purpose of the interview is to allow the Proposer the opportunity to familiarize the CITY staff with the proposed project team and for the Proposer to demonstrate their understanding of the project. The interview also is an opportunity for the CITY to ask the Proposer questions pertaining to the contemplated work, the project team, and the services to be provided.

CITY reserves the right to accept and/or reject any and all proposals.

#### **4.1 SCHEDULE OF EVENTS**

The schedule of events pertaining to this Request for Proposals is as follows:

Event	Date
Request for Proposals Issue Date	November 1, 2017
Deadline for Receipt of Written Questions	November 23, 2017
<b>Proposals Due Date</b>	<b>November 30, 2017</b>
Notification of Consultant Interviews	December 2017
Intended Date for Contract Award	January 2018

#### **4.2 PROPOSAL INQUIRIES**

Phone calls are not strictly prohibited; however, CONSULTANTS are encouraged to submit all initial inquiries by e-mail. CONSULTANT requests for individual meetings with CITY staff prior to the submittal deadline shall not be honored.