



CITY OF SPRINGFIELD, MISSOURI  
DIVISION OF PURCHASES  
**REQUEST FOR PROPOSAL #224-2016**

**ADDENDUM #1**

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**TO:** Kara Daniel, Buyer  
City of Springfield  
Division of Purchases  
218 E. Central  
Springfield, MO 65802

Date Issued: July 12, 2016  
Buyer's Email: kdaniel@springfieldmo.gov  
Telephone Number: 417-864-1621  
Fax Number: 417-864-1927  
**DUE DATE REMAINS: AUGUST 3, 2016**

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The Request for Proposal specified above is hereby amended and revised as described below. **This addendum must be acknowledged on the Affidavit of Compliance provided in the original bid documents.**

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**DESCRIPTION**

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**PROFESSIONAL PLANNING SERVICES: KEARNEY  
STREET CORRIDOR RETAIL MARKET FEASIBILITY  
STUDY**

Below find the City's responses to all questions received prior to the deadline.

- Question: Is there a budget range that the City has allocated for this project?**  
**Answer:** City leaders have set aside \$100,000.00 in the budget.
- Question: What level of engagement is expected/anticipated?**  
**Public meeting:** **Answer:** Attend/present at 1-2 public meetings.  
**Stakeholder Interviews:** **Answer:** The intention of this study is to focus on what is realistic and possible for the area, given its location, demographics and all other factors. The City will rely on the Consultant's recommendation as to whether stakeholder meetings should be part of the process.

3. **Question: Is it intended that there will be a steering committee to interact with?**

**Answer:** Yes, there will be a committee to conduct interviews and review the final plan. Please refer to the evaluation process on page 10 of 22 of the original bid document that reads as follows:

**3.3 PROPOSAL EVALUATION PROCESS:** The steps and activities in the proposal process will include the following:

3.3.1 A Selection Committee consisting of at least three (3) members will be established to review and evaluate all proposals submitted in response to this Request for Proposals (RFP). The Committee shall conduct a preliminary evaluation of all proposals on the basis of the information provided and other evaluation criteria as set forth in this Request for Proposals or as reasonably determined by the Committee.

3.3.2 The Committee will first review each proposal for compliance with the minimum qualifications and mandatory requirements of the RFP. Failure to comply with any mandatory requirements may disqualify a proposal.

3.3.3 Proposals will then be evaluated and rated in accordance with the evaluation criteria. A shortlist will be developed listing the highest ranked proposals.

3.3.4 The City Purchasing Agent will confer with all responsible proposers who have been short listed and may arrange, if necessary, for interviews/presentations by the short listed firms.

4. **Bid due date remains Wednesday, August 3, 2016 at 3:00 pm CST., NO EXCEPTIONS.**

There are no other changes and all other terms and conditions remain the same.