

ADDENDUM NO. 1

RFP: On-Site Municipal Utility Engineering Services

SUBMITTAL DUE DATE: August 21, 2026 @ 5:00 PM

This addendum Question and Answers is issued prior to the receipt of proposals to amend the RFP as follows:

- **Question 1:** Will being selected for this position disqualify the selected person/firm from working on other City utility projects, including projects where the selected person/firm was involved at the City level?

Answer 1: No, we do not consider this a conflict of interest. The position may need to be recused from consultant selection during the RFP process but otherwise would not be an issue.

- **Question 2:** Is it correct to assume that the selected person/firm will need to provide all of their own software licenses for work requested by the City?

Answer 2: The City will provide all hardware and software required for the position.

- **Question 3:** Is it assumed, through the use of the “on-site” terms of the RFP, that the selected person/firm will occupy space (desk/office/cubicle) at the City offices. Is that correct?

Answer 3: Yes, correct.

- **Question 4:** Will other engineers from the firm be able to provide input/assistance to this project if not specifically the person whose resume was provided in the RFP? (i.e. assistance)

Answer 4: Yes, in a limited support role, with involvement kept to a minimum to help control costs.

- **Question 5:** Will this be a time-and-materials contract without the requirement to write individual proposals or present anticipated time requirements for individual tasks?

Answer 5: Yes, the contract will be time-and-materials based on the proposed hourly rates.

- **Question 6:** If direction to this individual is provided by the City, will City insurance cover this individual/firm in the case of misguided direction from City Staff?

Answer 6: Consultants should have their own insurance and name the City as an “Additional Insured” on their policy.

Consultants must acknowledge receipt of this amendment. Acknowledgement must be shown in the spaces provided herein, and must be received with the proposal submitted to tcmanage@traversecitymi.gov no later than, **August 21, 2026 @ 5:00 PM** local time.

FAILURE TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WILL CAUSE REJECTION OF PROPOSAL.

Dated: _____

ACKNOWLEDGED:

Consultant: _____
By: _____
Title: _____