



## City of Raleigh

**Request for Proposals #:** 274-PRCR-UF-MSA-OnCall

**Title:** Urban Forestry MSA On-Call Services

**Proposal Due Date and Time:** *August 30, 2024 4:00 p.m.*

### **ADDENDUM NO. (2)**

Issue Date: *(8-23-2024)*

**Issuing Department:** Parks, Recreation, and Cultural Resources  
**Direct all inquiries concerning this RFP to:**

*Christopher Crum*

*Natural Resources and Parks Supervisor, Senior*

*Email: [christopher.crum@raleighnc.gov](mailto:christopher.crum@raleighnc.gov)*

City of Raleigh  
Addendum (2) to RFP 274- -PRCR-UF-MSA-OnCall

**Issue Date: 8-23-2024**

To: All Proposers

This Addendum, containing the following additions, clarifications, and/or changes, is issued prior to receipt of proposal packages and does hereby become part of the original RFP documents and supersedes the original RFP documents in case of conflict.

Receipt of this addendum must be acknowledged by signing in the area indicated below. Please make the follow additions, clarifications, and/or changes to the RFP as listed below and **sign and return this addendum with your proposal package.**

**.3 Request for Proposal (RFP) Timeline**

|  |   |
|--|---|
| RFP Advertisement Date                         | Monday, August 12, 2024   |
| Pre-Proposal Conference (if required)          | Monday, August 19, 2024<br>Marsh Creek Operations Center<br>4225 Daly Rd<br>Raleigh, NC 27604<br>11:00 am -12:00 pm |
| Deadline for Written Questions                 | Tuesday, August 20, 2024 4:00 p.m.  |
| City Response to Questions (anticipated)       | Wednesday, August 21, 2024 4:00 p.m.  |
| <b>Proposal Due Date and Time</b>              | August 30, 2024 4:00 p.m.   |
| <del>Interviews (may or may not be held)</del> | <del>September 2-6, 2024</del>  |

Correction: Interviews may be scheduled from September 6-12

**• Proposal Submission Requirements and Contact Information**

Please submit all proposals

Proposals must be enclosed in an envelope or package and clearly marked with the name of the submitting company, the *RFP number* and the *RFP Title*.

*Proposers must submit:*

- A. *one (1) signed original;*
- B. *one (1) electronic version of the signed proposal and;*
- C. *and (4) copies of the signed proposal.*

*The electronic version of the Proposal must be submitted as a viewable and printable Adobe Portable Document File (PDF) on a USB Flash Drive. Both hard copy and electronic versions must be received by the City on or before the RFP due date and time provided in RFP Timeline (Section 1.3). Proposals received after the RFP due date and time will not be considered and will be returned unopened to the return address on the submission envelope or package.*

**Clarification: The Electronic version may be either emailed or submitted on an USB Flash Drive. If emailed, please email to [Christy.Cornell@raleighnc.gov](mailto:Christy.Cornell@raleighnc.gov)**

*Chris Crum*

[Christopher.crum@raleighnc.gov](mailto:Christopher.crum@raleighnc.gov)

**Sign below and return this addendum with your proposal.**

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**Proposer Name & Company:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_