



## City of Raleigh

**Request for Proposals #:** 274-2024-RCPAC-11

**Title:** Access Control System Upgrades

**Proposal Due Date and Time:** February 21, 2024 no later than 2:00PM  
EST

### ADDENDUM NO. 2

Issue Date: February 6, 2024

**Issuing Department: Raleigh Convention and Performing Arts Complex**  
**Direct all inquiries concerning this RFP to:**

Byron Johnson II  
Director of Public Safety and Security  
Email: [Byronk.Johnson@raleighnc.gov](mailto:Byronk.Johnson@raleighnc.gov)

City of Raleigh  
Addendum No. 2 to RFP 274-2024-RCPAC-11 Access Control System Upgrades

**Issue Date: February 6, 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.**

The following is included within this addendum:

1. An optional site visit will be conducted February 8, 2024, 10:00 AM at the Raleigh Convention Center located at 500 S. Salisbury Street Raleigh, NC 27601. Proposers that attended the Pre-Proposal Conference on January 23, 2024 may register to attend the optional site visit by sending an email to Todd Hedrick ([thedrick@optimaengineering.com](mailto:thedrick@optimaengineering.com)) by 5:00 PM on February 7, 2024. The email must include the contact name, company name, and email address of any attendee(s). Invitations to the optional site visit will be emailed following registration.
2. Request for Proposals Timeline

Byron Johnson II  
Director of Public Safety and Security

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

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

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

## **Request for Proposal (RFP) Timeline**

Provided below is a list of the anticipated schedule of events related to this solicitation. The City of Raleigh reserves the right to modify and/or adjust the following schedule to meet the needs of the service. All times shown are Eastern Time (ET):

<b>RFP Process</b>	<b>Date</b>	<b>Time</b>
RFP Advertisement Date	January 16, 2024	
Pre-Proposal Conference (required)	January 23, 2024 In Person	2:00 P.M., Raleigh Convention Center
Deadline for written questions	January 26, 2024	4:00 P.M.
City Response to questions (anticipated)	January 31, 2024	
Site Visit (optional)	February 8, 2024 In Person	10:00 A.M., Raleigh Convention Center
<b>Proposal Due Date and Time</b>	<b>February 21, 2024</b>	<b>2:00 P.M.</b>
Evaluation Meeting (anticipated)	February 28, 2024	
Interview/ Demonstrations (required)	March 6, 2024	500 S. Salisbury St. Raleigh, NC 27601 Raleigh Convention Center
Selection Announced at Council Meeting (tentative)	March 2024	