



## **City of Raleigh**

**Request for Proposals #: 274-CPEventServices**

**Title: Raleigh Comprehensive Plan Event Services**

**Proposal Due Date and Time: October 7, 2024 no later than  
5:00PM EST**

### **ADDENDUM NO. 1**

**Issue Date: September 27, 2024**

**Issuing Department:**

**Direct all inquiries concerning this RFP to:**

**Sarah Shaughnessy**

**Planning Principal**

**Email: [Sarah.Shaughnessy@raleighnc.gov](mailto:Sarah.Shaughnessy@raleighnc.gov)**

City of Raleigh  
Addendum 1 to RFP 274-CP Event Services

**Issue Date: September 27, 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.**

**Responses to All Questions**

1. I am in the process of getting certified for a few categories. Am I able to still apply for this bid?  
*You may respond to this RFP. All submittals will be evaluated based on the criteria outlined on page 10 of the Request for Proposals document.*
2. Can a sole prop or small business qualify to bid for this?  
*Yes.*
3. Has the previous RFP for support for the City of Raleigh's Community Conversations been cancelled and readvertised? Is this the same RFP or a different one?  
*The submittals we received in response to RFP # 274 Community Conversations were out of scope and out of budget for this project. No candidate was selected. Our team has revised the scope of work description for clarity. RFP # 274 Event Services is that revised description.*
4. Is finding/sourcing the venue part of the scope of services or will the City decide the venue?  
*The city will select the venue. We may require assistance coordinating with venue staff.*
5. How is registration for the events proposed to be handled?  
*Registration will be recommended but not required. The city will set up an online registration form and share responses with the project team.*
6. What food do you typically serve at a city event?  
*Heavy appetizers from a local restaurant or caterer are preferred.*

7. Are we required to hire a custodian for post-event clean up? *If clean up services are not included as part of the venue rental, then the event coordinator should arrange for a custodian.*
8. Under the scope of services on page 12 of the RFP, it indicates that no additional support is required for the Ask-a-Planner sessions. Can you confirm that the selected firm's responsibilities will be limited to the planning, coordination, and facilitation of the keynote panels, keynote speaker events, and State of the City events, totaling 8 events? *That is correct.*
9. On page 13 of the RFP under budget, it states that the budget should not exceed \$50,000 to coordinate the four events, can you confirm which four events? After reviewing page 12 with the list of events, without supporting the Ask-a-Planner sessions, it is a total of 8 events. Please clarify if it's 4 events or 8 events total. *The contract will be for supporting 8 events total.*
10. We understand that the RFP requires firms to provide one of the following three financial statement options: (1) audited/reviewed financial statements, (2) compiled financial statements, or (3) a certified statement from a licensed CPA verifying the firm's financial viability. Given the complexity of gathering and preparing this information, particularly for smaller firms or those with ongoing projects, would the City of Raleigh consider allowing firms to submit the required financial statements contingent upon being awarded the contract? *Please see on page 12 of the RFP the fourth (4th) paragraph down for information about alternative financial documentation. The paragraph begins with the phrase "Consolidated financial statements..."*
11. As this RFP has been re-advertised, our firm previously submitted three references as part of our original RFP submission. Can we re-use the same references from the original RFP, or is it necessary to submit new or updated references for this re-advertisement? *You may use the same references.*
12. Do you anticipate using the City facilities for the all events or will the awarded firm be responsible for researching and securing non-city event locations? *The city will select all event venues. We anticipate hosting events at both city locations and non-city owned locations.*
13. There is a requirement under Project Management (page 14) of weekly check-in meetings, do you have an approximate number of weekly meetings? *We are requesting regular check-ins with the project team leading up to each of these events, from January through July 2025, approximately 28 weeks. We are open to*

*meeting on a bi-weekly basis, as needed.*

*Sarah Shaughnessy  
Principal Planner*

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

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

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