



## ADDENDUM NO. 01

### Town of Nolensville, Tennessee

### Request for Qualifications Grant Writing and Administration Services

Date of Issuance: April 25, 2024

TO ALL INTERESTED PERSONS:

The original Request for Qualifications for Grant Writing and Administration Services, dated April 3, 2024, is hereby amended as noted in this Addendum No. 1.

#### **Item A – Bidding Information**

Item 6. Submittals, First Bullet titled “Letter of Transmittal” on Page 3 of 6 is deleted in its entirety and replaced with the following:

- Letter of Transmittal – A letter addressed to the “Town Recorder” or “To Whom it May Concern” which includes a statement by the respondent accepting all terms and conditions contained in this Request for Qualifications. The letter should also include a brief discussion of the consultant’s technical background and ability to perform this contract in accordance with the Scope of Work. The letter must be signed by the firm's authorized official. The letter must also provide the name, title, address, and telephone number for the person who may be contacted for the purpose of clarifying any information provided in the submission.

Item 6. Submittals, Statement of Qualification requirements on Page 4 of 6 is deleted in its entirety and replaced with the following:

The Statement of Qualification must be received by **May 3, 2024 at 12:00 Noon CST**. The Statement of Qualification submittal shall not exceed ten (10) pages in double-sided format or twenty (20) pages in single-sided format excluding a cover letter (that shall not exceed one (1) page), page dividers and cover. **Page dividers are not required but, if provided, page dividers should be content neutral and not contain imagery or narratives to avoid being considered part of the stated page limit.** Submittals received via facsimile, text, or email will be considered unresponsive and will not be considered.

Please note the deadline for receiving statements of qualification remains **May 3, 2024, at 12:00 Noon CST**.

## **Item B – Questions and Answers**

### Questions Received via Email:

1. Can a separate page with a table of contents be included in our submittal? Would that count toward the 20-page limit? **RESPONSE: While you may include a table of contents page in your submittal, it will count toward the page content limit.**
2. Should we include tabbed divider pages in our submittal? **RESPONSE: Page 4 addresses the use of dividers – “The Statement of Qualifications submittal shall not exceed ten (10) pages in double-sided format or twenty (20) pages in single-sided format excluding a cover letter (that shall not exceed one (1) page, **page dividers**, and cover. Page dividers are not a requirement but, if provided, they should be content neutral and not contain imagery or narratives to avoid being considered part of the 20-page content limit. An addendum will be published on the Town website to clarify this in the Request for Qualifications.**
3. Please clarify to whom we should address our response. On page 3 of the RFQ it states – “A letter addressed to the Director of Economic & Community Development”, but on page 4 it states that the qualifications “should be submitted to the Town Recorder”. **RESPONSE: The cover letter should be addressed to “Town Recorder” or “To Whom it May Concern”. An addendum will be published on the Town website to clarify this in the Request for Qualifications.**
4. In regard to the request for qualifications submittal for the Grant Writing and Administration Services and the required completion of the Qualification Categories Worksheet, can you please clarify if the ‘consultant’ field within the ‘included’ column is intended for the proposed subconsultants in the team? Trying to clarify the distinction between “In-house” and “consultant”. **RESPONSE: As stated in the RFQ, “Included” means that the consultant is willing and capable of providing the services using in-house staff, outside consultant, or both. The term in the heading of the form referencing “In-House” means employee(s) of the firm and “Consultant” refers to a subconsultant under the supervision of the firm. “Excluded” means that the consultant is not willing or capable of providing the services directly, but may coordinate with a third party service provider hired by the Town. The term in the heading of the form referencing “Coordinate” means the consultant may coordinate with a third party service provider hired by the Town and “No Involvement” means the consultant will not be involved in any manner.**

**END OF ADDENDUM NO. 1**