



Project Management Services
Addendum #1

1. Would you be able to provide a copy of the City of Brookhaven Vendor Manual, referenced on page 2 of the RFQ? **We have no vendor manual at this time, we do have the Purchasing Policy you can review by visiting our website.**
2. Would you be able to provide Exhibit B, referenced on page 5 of the RFQ? **This will be provided to the awarded contractor.**
3. What is the frequency of meetings with the Citizen Oversight Board? How many other meetings with the community should we budget for? **Monthly for the six months, quarterly thereafter.**
4. What are the names of the City scheduling, project management and financial software programs the selected firm is expected to coordinate with?
Tyler, it is expected that the PMO will use its own project management and tracking software on a day-to-day basis and provide reporting and provide support for reconciliation of project expenses into the City's ERP system.
5. Will the City require that the construction documents be submitted and approved through the City's building permitting process? If so, will the City's construction inspectors be reviewing the construction?
Yes
6. The City requests that the estimated number of hours per week be provided, however, experience tells us that the level of effort will vary based upon a variety of factors. We recommend that the City amend this request to ask for the number of hours estimated to complete the program management responsibilities and how long the program manager thinks the program should take to complete.
The City would like the vendor to provide the number of estimated hours to complete project management task. Task will be provided to the awarded vendor. Hourly rates need to be provided.
7. What is the City's estimated date for Notice to Proceed?
January 1, 2019
8. If the awarded the contract, will the City be providing office space for the staff?
Yes. However, on a limited basis, the type of work under this procurement will require a majority of the time being used to monitor site work. The City has space available to conduct meetings and limited workspace for day-to-day work activities.
9. Will the City be providing a sample contract? - **YES**
10. Cost Proposal – the request for a flat monthly cost requires the proposer to assume the number of months the program will take. Is that what the City wants? Also, for Additional Costs, should we provide a listing of hourly rates? **Yes**