



**DATE: April 12, 2021**

**TO: All Offerors'**

**FROM: City of Brookhaven Purchasing Department**

**RE: RFP No. 21-109, Windsor-Osborne Special Area Plan**

Please see Addendum No. 1 for the above-referenced solicitation.



1. The following change has been made to the above-referenced solicitation.

**Delete: Page 1**

**Add: REVISED (Extended Due Date) Page 1 4/12/21**

**Questions and Answers**

2. All other terms and conditions remain the same.

**ADDENDUM NO. 1**  
**Invitation to Bid, No. 21-109**  
**Windsor-Osborne Special Area Plan REVISED 4/12/2021**

**Request for Proposal No. 21-109**  
**WINDSOR-OSBORNE SPECIAL AREA PLAN**

Date: March 12, 2021

**PROPOSAL DUE DATE:**

**Tuesday, April 20** ~~Tuesday, April 13, 2021~~, at 4:00 p.m. EST.

**Bids shall only be accepted online through the Bonfire Portal at:**  
<https://brookhavenga.bonfirehub.com/projects/view/40483>

**Any bid submitted in any other format (email, paper, fax, mail, etc.) will not be accepted.**

**Instructions to Offerors:**

1. All communications regarding this solicitation must be with the Purchasing Manager, Shakera Hall, [purchasing@brookhavenga.gov](mailto:purchasing@brookhavenga.gov).
2. All questions or requests for clarification must be sent via Bonfire under Message - Opportunity Q&A: <https://brookhavenga.bonfirehub.com/projects/view/40483>. Questions are due no later than **Friday, March 26, 2021, at 4:00 p.m. EST**. Questions received after this date and time may not be answered.
3. Questions and clarifications will be answered in the form of an addendum. Any addenda, schedule changes, and other important information regarding the solicitation related to this solicitation will be posted on Bonfire website at and it is the Offeror's responsibility to <https://brookhavenga.bonfirehub.com/projects/view/40483> check the Bonfire portal for any addendum or other communications related to this solicitation.
4. The City of Brookhaven reserves the right to reject all bids and to waive technicalities and informalities, and to make award in the best interest of the City of Brookhaven.
5. The City of Brookhaven is not responsible for any technical difficulties. It is highly recommended that all potential contractors submit their quotes prior to the due date of this solicitation.

**ADDENDUM NO. 1**  
**RFP NO. 21-109**  
**Windsor-Osborne Special Area Plan REVISED 4/12/2021**

A. The following are questions received and City of Brookhaven responses for the above- referenced solicitation:

1. Has a budget been established for this project? If so, can it be disclosed?  
**Undetermined.**
2. Has a market analysis been done for this site? If not, will one be provided?  
**No, a market analysis has not been done. One will not be provided the comprehensive plan anticipates neighborhood commercial.**
3. Regarding the evaluation points for the cost proposal: are the 15 points based on best value or lowest price?  
**That is correct. The lowest price will receive the full 15 points.**
4. Does the City want a market analysis/study as a part of this process?  
**No, the comprehensive plan anticipates neighborhood commercial.**
5. Has the City determined a budget for the planning process? If so, can you share that?  
**Please see question #1.**