



March 14, 2022

ADDENDUM NO. 1 TO ALL OFFERORS

Request for Proposal: RFP# 2022-5
Description: Visitor Center Exhibit
RFP Date: March 14, 2022
Opening Date: March 30, 2022
Opening Time: 3:00 PM EST

See Bidder Question Form attached.

Appendix G: Offeror Question Form – Addendum 1

Questions shall be submitted by March 23, 2022. Questions received beyond this date may not be answered.

Attn: Tracy Spence
 Via E-mail: tspence@franklinva.com
 Project: RFP#2022-5

Bidders are required to utilize this form for questions. You may submit multiple forms. Note on bottom of page the number of pages pertaining to your question/s.

RFP Reference Paragraph or Page #	Question
Page 1	Page 1 of the RFP includes a final paragraph that says proposals shall be emailed no later than 3:00 p.m. EST "November 3, 2021" - can you confirm the deadline should be "March 30, 2022" and that the rest of the information in the paragraph is correct? The deadline is March 30, 2022 at 3:00 p.m. EST.
Page 3	Page 3, section II.A.4 references the "assigned budget" . can you provide information on the project budget, or even provide a range for this project? The current budget is \$25,000.
Page 3	Page 3, section II.A. - Can you provide estimated square footage for the proposed exhibit space? Approximately 342 square ft.
Page 3	Page 3, section II.A - Can you provide photographs of the proposed exhibit space? See attached.
Page 3	Page 3, section II. A - Is there an existing exhibit in the space and, if so, will the City of Franklin be responsible for the removal of the existing exhibit and the preparation of the exhibit space (floors, painting, etc.)? There is no existing exhibit, all miscellaneous items shown in attached photos will be removed prior to installation.
Page 3	Page 3, section II.A.6 references "Collaborate with community partners, possibly including local historians, artists, etc. as needed on exhibition components including A/V." Will the City of Franklin be providing the content for the exhibition or does the City of Franklin required the selected contractor to do the historical research and writing of the exhibit script and labels? Selected contractor is required to do the historical research and writing of exhibit script/labels with assistance/guidance from Tourism Director and appointed local historians.

Page 3	Page 3, section II.A. includes references to case design and fabrication. Is there a list of artifacts that are intended for the exhibition? Can the City of Franklin provide an estimate of how many artifacts and/or cases are planned for the future exhibit? There are multiple artifacts that can be displayed, but selection of items will be dependent on the design of the exhibit. There are four sections (3 shelves per section) that the artifacts can be displayed.
Page 4	Page 4, Section II. B states that the contractor/designer must communicate with the Tourism Director with any schedule changes regarding production and installation. Is there a schedule for work to begin and be completed by? Work should be scheduled to begin as soon as contract is awarded, and design is finalized and approved by Tourism Director. Deadline for project completion (including installation) is June 17, 2022.
Page 4	Page 4, Section II. B states that the contractor/designer must communicate with the Tourism Director with any schedule changes regarding production and installation. Can you identify the members of the core project team representing the City of Franklin for this project (by title and/or responsibility)? Tourism Director – Lead; General Service Superintendent – For any questions regarding the building/installation
Page 5	Page 5, Section III does not include instruction for submitting our price for this project. Do you want the price to be submitted as part of this proposal or is it to be submitted separately and - in either event - what format would you like for the submission of the pricing? This is a RFP which will be competitively negotiated. See item Section V, Item C.
Page 5	Page 5 Section III. C. states we should "Return all addenda acknowledgements, signed and filled out as required." Is this a reference to the RFP Appendix forms, which need to be signed and filled out as required, or is it a reference to future addenda acknowledgement forms, or both? Refers to both. It is the responsibility of the Bidders to reference eVa for future addenda.
Page 5	Can you confirm that the following Appendix forms need to be signed and filled out as required: A, B, C, D, E, and F. Furthermore, can you confirm that form G does not need to be submitted as part of our proposal and that form H only needs to be submitted as part of our proposal if we wish to request protection of specific proprietary information included in our proposal? If Appendix H is NOT signed, all materials submitted is subject to FOIA. If Questions are submitted to the City via Appendix G, they are posted on eVA via an addenda an required to be returned signed.
Page 14	Appendix A, Section 11 includes instructions on how to properly address our proposal submission and notes that "If a Bid is not addressed with the information as shown above, the Bidder takes the risk that the envelope may be inadvertently opened and the information compromised, which may cause the Bid to be disqualified " Can you confirm that any instructions in this RFP related to the submission of a hard-copy proposal does not apply? That is correct.
Page 16	Appendix A, Section 23 notes that any written addendum will be sent to all Bidders no later than three days before the date set for the opening of the bids. Given that the deadline for submission of questions is March 23 and the deadline for submission of proposals is March 30, can you confirm that all answers to questions will be sent to prospective bidders (anyone who submitted questions} no later than COB Friday, March

	25? Addenda are posted on eVa.
Page 27	Can you confirm that we do not need to return with our proposal all the pages of Appendix A, but only the Appendix A signature page? That is correct.
Page 31	Given this is an electronic submission, can you confirm that you are requiring notarization of Appendix E (and that the date should be corrected to "2022" on this form)? That is correct.

Number of pages submitted with this request: 1





Appendix G: Bidder Question Form

Name & Title

Signature

Date

RETURN THIS PAGE