



## CITY OF LAKE CHARLES

326 Pujot Street • P.O. Box 900  
Lake Charles, LA 70602-0900  
(337) 491-1263 • Fax (337) 491-1405

Department of Finance  
Emily K. McDaniel, Director

Purchasing Division  
Alecia Comeaux, Manager

### **COMPLETE THE RECEIPT ACKNOWLEDGEMENT FORM AND ATTACH SIGNED ORIGINAL TO THE RFP PACKAGE**

#### **ADDENDUM NO. 1**

RFP #2023-01 – PROFESSIONAL SERVICES – PROGRAM MANAGER FOR CITY OF  
LAKE CHARLES COMMUNITY DEVELOPMENT BLOCK GRANT  
DISASTER RECOVERY (CDBG-DR) DIRECT ALLOCATION

DATE OF ADDENDUM: September 2, 2022

RFP OPENING DATE: October 4, 2022

TO: Prospective Proposers

Proposers on the above noted item are hereby notified that this Addendum shall be attached to and made part of the above named RFP documents dated August 26, 2022.

The following items are issued to add to, to modify, and clarify the RFP documents. The items shall have full force and effect as the RFP documents, and cost involved shall be included in the proposal prices. Proposals, to be submitted on the specified proposal date, shall conform to the additions and revisions listed herein.

Acknowledge receipt of the Addendum by signing the receipt acknowledgement form included at the end of Addendum No. 1 and include the original manually signed in ink with any proposal submitted to the City for the above noted item.

If you have any questions concerning this addendum, please contact me at (337) 491-1263.

Sincerely,

A handwritten signature in blue ink that reads "Alecia Comeaux".

Alecia Comeaux  
Purchasing Manager

*United for Progress and Prosperity*

**ADDENDUM NO. 1**

**RFP #2023-01**

**PROFESSIONAL SERVICES – PROGRAM MANAGER FOR CITY OF LAKE  
CHARLES COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY  
(CDBG-DR) DIRECT ALLOCATION**

**ADDED:**

- **PAGE 1, SECTION C(1)**
  - **Add the following after the last sentence:**

**The City of Lake Charles has requested an additional thirty (30) days to submit the Public Action Plan and Implementation Plan and expects the request to be granted.**

**The following requests for clarification and/or additional information were made by potential proposers.**

- ❖ **What is the contact information and deadline for submitting questions?**
  - **Questions are to be emailed to [acomeaux@cityoflc.us](mailto:acomeaux@cityoflc.us) no later than 4:30 PM on September 15, 2022.**
  - **Responses to questions will be provided to all known proposers via addendum no later than 4:30 PM on September 20, 2022.**

**ADDENDUM NO. 1 – RECEIPT ACKNOWLEDGEMENT FORM**

**RFP #2023-01**

**PROFESSIONAL SERVICES – PROGRAM MANAGER FOR CITY OF LAKE  
CHARLES COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY  
(CDBG-DR) DIRECT ALLOCATION**

**OPENING DATE: OCTOBER 4, 2022**

I, Jack Hunt hereby affirm that I have received **Addendum No. 1** for  
the following: RFP #2023-01 for Program Manager for City of Lake Charles CDBG-DR Direct Allocation

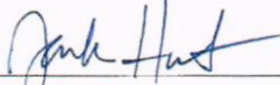
FIRM'S LEGAL NAME Hunt, Guillot and Associates, LLC (HGA)

ADDRESS 9357 Interline Ave.  
Baton Rouge, LA 70809

TELEPHONE # (225) 927-6825

FAX # (225) 927-6850

EMAIL ADDRESS jhunt@hga-llc.com

SIGNATURE (manually signed in ink): 

DATE October 3, 2022

**COMPLETE THE RECEIPT ACKNOWLEDGEMENT FORM**

**ATTACH ORIGINAL MANUALLY SIGNED IN INK**

**TO THE BID PACKAGE**