



CITY OF LAKE CHARLES

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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. 2

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 20, 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. 2 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. 2

RFP #2023-01

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

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

1. The RFP does not state how many originals, copies, and/or USBs are required for submission. Can you please provide this information?
Proposer shall submit proposals via hard copy to contain one (1) original and seven (7) additional copies of proposal or via electronic submission at www.bidexpress.com by the date and time specified. Failure to submit the required number of hard copies may result in finding of non-conformance. Originals should be clearly marked. The City will not be responsible for submissions forwarded through the U.S. Postal Service or any delivery service if lost in transit at any time before submission opening, or if hand-delivered to the incorrect location. Proposals submitted by facsimile (FAX) or e-mail will not be accepted. Any proposal received after 2:45 PM (CDT) on October 4, 2022 will be deemed unresponsive and will be returned to Proposer unopened.
2. Per Exhibit A “Pricing Schedule,” (Page 3 of RFP), the staff positions listed in the Staffing Plan are as follows: Project Manager, Program Director, Program Specialist, and Admin; however, on the same page where the positions and hourly rates need to be included, the positions are listed as follows: Project Manager, Project Director, Project Specialist, and Admin. Please clarify which positions are to be used for this RFP.
The positions to be used for this RFP are Program Manager, Project Director, Project Specialist and Admin.
3. If our firm includes additional staff positions, will this affect the scoring of our proposal?
Yes. Do not include additional staff positions in your proposal.
4. Per the Notice to Proposers listed on COLC's website: "All proposals must be submitted on PROPOSAL FORMS. Paper requests for proposals may be obtained in the Office of Central Purchasing." What does COLC mean by “Proposal Forms”? Where can these be obtained?
This refers to the invitation and package issued by the Purchasing Division. Pages 3 and 18 are forms that must be completed, in addition to the submission requirements outlined in the package.