



**CHARLOTTE**

**Department of General Services – City Procurement**

<b>Addendum 1</b>	<b>On-Call Legal Services RFP # 269-2023-007</b>
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To: All Prospective Bidders/Companies

Date: July 17, 2023

**Subject: Addendum 1 –RFP # 269-2023-007 – On-Call Legal Services**

Please note the specification changes/modifications below for the RFP.

<b>Item #</b>	<b>Page #</b>	<b>Section #</b>	<b>Specification</b>	<b>Modifications and Questions</b>
1	15	3.6	General Scope	<p><b>Service Provider Question:</b> In Section 3.6 is the transit engagement relevant to transit project development planned by the city, or is this as relates to existing CATS systems?</p> <p><b>Answer: With respect to the questions below, that the services/engagement relate to both existing and planned projects.</b></p>
2	15	3.7	General Scope	<p><b>Service Provider Question:</b> In Section 3.7 is the construction engagement relevant to transit project development planned by the city, or is this as relates to existing CATS systems?</p> <p><b>Answer: With respect to the questions below, that the services/engagement relate to both existing and planned projects.</b></p>
3	15	3.8	General Scope	<p><b>Service Provider Question:</b> In Section 3.8 is the government contracting/procurement/IP engagement relevant to transit project development planned by the city, or is this as relates to existing CATS systems?</p> <p><b>Answer: With respect to the questions below, that the services/engagement relate to both existing and planned projects.</b></p>

4	17	4.1.1	Proposal Content and Format	<p><b>Service Provider Question:</b> Section 4.1.1 asks for us to include a Cover Letter. It is unclear within the Portal where we should upload this. Can we do so within the “Proposed Solution” section?</p> <p><b>Answer: That would be fine</b></p>
5		4.1.2	Proposal Content and Format	<p><b>Service Provider Question:</b> Section 4.1.2 notes to provide creative solutions in how to approach the work. Can we also include proposed team members and resumes in this section, as we do not see anywhere else within the Portal to upload this information.</p> <p><b>Answer: That would be fine</b></p>
6		N/A	Bonfire Document	<p><b>Service Provider Question:</b> It appears there is no set percentage goal for utilizing M/W/SBE firms. Can you please confirm this is correct and firms will not be penalized for not utilizing such firms for this engagement?</p> <p><b>Answer: There is no goal set aside for this project. The Office of Charlotte Business Inclusion grants a goal waiver per policy. Exempt Contracts shall be exempt from all aspects of the CBI Program (Appendix 1 to Part A. Definition 27 of the Charlotte Business INclusion policy). This contract is for legal services.</b></p>
7	N/A	Environmental Questionnaire	Bonfire Document	<p><b>Service Provider Question:</b> In reviewing the form titled “Environmental Purchasing Questionnaire Questions (Q-27RX)” it appears this is not applicable to this engagement in providing legal services. Can you please confirm.</p> <p><b>Answer:</b> The document has been removed and determined not needed.</p>
8	15	3.6	General Scope	<p><b>Term added by City Attorney:</b> <b>The following has been specification has been added to the scope of work.</b></p> <ul style="list-style-type: none"> <li>• Provide legal advice on the City’s use of public-private partnerships and similar development options.</li> </ul>

In order to constitute a complete bid response, you must acknowledge receipt of this addendum with the Addenda Receipt Confirmation Form in Section 6 of the RFP in your Proposal. ***Any vendor not acknowledging receipt of an issued addendum may not be considered.***

In the event additional changes or clarifications to this RFP are warranted, all Vendors are responsible for monitoring the City's [Contract Opportunities](#) site or [www.ips.state.nc.us](http://www.ips.state.nc.us) or for additional addenda.

We appreciate your interest in doing business with the City and look forward to receiving a Proposal from your company.

Sincerely,

Lewanda Blackshear  
Procurement Officer

cc: RFP Team  
RFP File