

RFP Questions received and the city's response:

1. **In light of the stay-at-home orders in place due to COVID-19, will the City of Westworth consider accepting bids via email?**

Yes, given the current COVID-19 disaster orders, the city will accept an email only response. The updated RFP Delivery Instruction are listed below:

Updated Delivery Instructions:

Preferred delivery method: Ten hard copies and one electronic copy of the proposal must be mailed, or hand delivered to the delivery address listed below no later than the deadline. All proposals must be sealed in an opaque envelope and clearly marked "City Administrator Search Firm."

Alternate delivery method: One emailed copy, in PDF format, it must include hyperlinks to each section and default print on 8.5 x 11 paper. Email reference line should be marked "City Administrator Search Firm".

The official clock for submissions is located at City Hall (address listed below). Vendors accept all risks of late delivery of proposals regardless of fault. Proposals received by the City after the posted deadline will not be considered for selection. Vendors accept all associated delivery risks regardless of fault. Faxed proposals will be rejected.

RFP Delivery Address:

City of Westworth Village

Re: City Administrator Search Firm

311 Burton Hill Road

Westworth Village, TX 76114

ATTN: Brandy Barrett, City Secretary

bbarrett@cityofwestworth.com