

RFP Questions received and the city's response:

1. **Under the Minimum Proposal Requirements section, No. 3 states: "The city will negotiate fees with the selected consultant for the services identified in the RFP." What information is required in this section; are we required to provide fee in our response, and if so, are fee ranges acceptable?**

Yes, and fee ranges are acceptable.

2. **Given the stay-at-home orders in place due to COVID-19, will the City accept an electronic copy in lieu of the ten hard copies?**

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 "2020 City Park Designs."

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 "2020 City Park Designs".

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

3. **Could you please clarify what all the City would like to have addressed in the fees section?**

Whatever is pertinent to the project/services being proposed.