



**THE CITY OF MARIETTA  
MARIETTA, GEORGIA**

November 13, 2012

ADDENDUM NO. 3

TO

CITY OF MARIETTA BID NO. RFP-13-33727

Real Estate Services ROW

Questions pertaining to the RFP requirements for RFP #13-33727-Real Estate Services ROW.  
Questions are answered in bold.

1. On page 3 of the Instructions to Bidders, Article 8 Sealed & Marked, the RFP requests five (5) signed copies of our bid. On page 5, Scope of Work, Deliverables and page 6, Scope of Work, Submittals, the RFP requests **six (6) copies** of the firm's proposal. How many copies of our bid would you like us to submit? **SIX (6) COPIES**
2. Page 4 in the Scope of Work, Deliverables, bullet #5 requires us to provide as stated: *"Proposed fee structure for various types of acquisition efforts, and hourly rates for providing additional services."* Does the City of Marietta have a preferred format for the fee proposal? **NO**
3. On page 7 of the Instructions to Bidders, Article 18, Bid Forms, Variances, Alternatives, the RFP states "Bids shall be submitted on attached City forms." Was the bid form supposed to be attached to the RFP? **Should be on your company's letterhead**
4. Also, in the same section on page 7 of the Instructions to Bidders, Article 18, Bid Forms, Variances, Alternatives, the RFP states "Bidders shall submit signed bid forms, all documents requiring signatures and any other attachments (licenses, specifications, etc.) required for this bid in triplicate with original signatures where applicable." Does this mean we should include triplicate forms in each copy of our bid package or just the one binder marked "Original"? **include in the binder marked original**
5. Does the City prefer to contract directly with the sub-consultants to perform the Appraisals, Closings and Administrative Review or would it prefer the selected consultant to provide the sub-consultants? **The city has a proposal (RFP-13-33707) out for appraisal services. Closings, admin review, etc. should be provided by the real estate company that is awarded the contract for these services as required.**