**Addendum No. 1**

Issue Date: September 11, 2024

**Project Name: Comprehensive Campus Faculties Plan Development**

**Project Number:** **RFP# 24-25 Master Plan**

**To: Prospective Applicants**

This addendum forms a part of the **Request for Proposals** and modifies the original Project Number **RFP# 24-25 Master Plan** only to the extent specifically noted below. Failure to acknowledge this addendum in the submittal may subject the submitter to being deemed non-responsive.

This Addendum is posted on the Klamath Community College Website at [www.klamathcc.edu](http://www.klamathcc.edu)/rfp. This is the official source of this addendum. All addenda and attachments shall be published to the same location.

**This Addendum consists of two pages in total.**

**This Addendum is to address changes and responses to questions.**

**Clarifications/Changes:**

The original RFP stated the deadline to submit proposal is **Friday, September 20th,2024 at 1:00 pm**.

**Answers to questions:**

1. Question: Do you have existing utilization data or should we assume, we will need to generate it?

Answer: No, you will need to provide us with the space utilization. Referencing page 9 of RFP regarding Building and Space Utilization.

1. Question: Insurance: on page 20, is asks for documentation as outlined I Section IV, however there is not section IV in the document.

Answer: Refer to Section V. #6 on page 13 of the RFP.

1. Question: On page 21, the RFP asks for sections for the Proposal Requirements and the Proposer’s Qualifications. How do these two things differ?

Answer: Proposal Requirements outlines what the proposal must include. Typically details the format, content, and specific information that the proposal should cover. Proposer’s Qualifications focuses on the credentials and experience of the proposer. This information is requested twice within the RFP, but there is no difference in the information requested from VI and VII.

1. Question: On page 21, the RFP asks for Proposal Form, Appendix C. Should that actually be Appendix B?

Answer: The Proposal Form should indeed be Appendix B.

I understand that failure to confirm the receipt of addenda may be cause for rejection of this Proposal.

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Authorized Signature Company Date