

**Bid Number: 269-208**

**Title: Integrated Design Consultation Service**

**Addendum 1**

**The IEDA has received the following questions to the “Integrated Design Consultation Service” Informal RFP. Each question is posted first then followed by IEDA’s response in italics and underlined.**

- A. **Question:** Will the team members for this scope of work be precluded from providing design or professional consulting services by separate contract to communities or developers for any projects that are seeking or receiving funding?

**Answer:** *No*

- B. **Question:** Attachment A appears to be CDBG requirements focused on those bricks and mortar HUD projects that receive funding. Some of the paragraphs do not apply directly to the educational / consulting services being requested in the RFP. Please clarify the intentions of the “Attachment A” as it relates to this scope of work for Integrated Design Consultation Services as well as which paragraphs would apply and which will not. For example, there are specific references in paragraph 14h, among other paragraphs throughout the document, that are related to the construction and management of HUD properties it appears which would not be consistent with consulting services contracts.

**Answer:** *Attachment A is “boiler plate template” language applied to all Iowa issued contracts involving federal Community Development Block Grant funding. While for the purposes of this scope of work, many sections of Attachment A may not be directly applicable, the required federal language must still be included in the contract and all subcontracts, if any, that the successful respondent enters into to support the scope of work.*

- C. **Question:** Has a contract been drafted by IEDA for these consulting services? If so, can a copy be provided for review?

**Answer:** *IEDA will use a shell agreement to create the contract with the winning bidder. A copy of the shell can be provided upon request.*

- D. **Question:** Under “No Minimum Guaranteed”, the third paragraph - the team members for this scope will likely have varying levels of liability insurance and other insurances listed depending on their size of company. If specific levels of insurance are going to be required, it will need to be known before a proposal is submitted since the level of insurance coverage will affect premiums and resultant proposed fees.

**Answer:** *For this RFP, IEDA requires the winning responding team members to have business standard professional liability insurance and standard general insurance. The winning respondent team members will be able to maintain use of the current insurance agreements and amounts they already have in place.*