

**ADDENDUM #1**

**CITY OF WINTER GARDEN  
CONTINUING SERVICES CONTRACTS FOR PLANNING CONSULTING SERVICES  
RFQ 24-005**

**\*\*\*\* IMPORTANT UPDATE \*\*\*\***

**Please read the following addendum to RFQ 24-005 and respond to Kelly Carson via email ([kcarson@cwgd.com](mailto:kcarson@cwgd.com)) that you have received it.**

1. The scoring meeting for RFQ 24-005, originally scheduled for Friday, September 6, 2024 at 2:30 PM has been postponed to Friday, September 20, at 2:30 PM.
2. All respondents have the option, but are not required, to clarify their original responses to the following two selection criteria categories:
  - a. **Legal Action Against the Firm:** The response should include information (case name, case number, court jurisdiction, and summary of causes of action involved) about pending and previous lawsuits within the past five (5) years against the principal submitting firm *and also* include pending and previous lawsuits within the past five (5) years against any other firms listed as part of the project team.
  - b. **Firm's Current Workload:** The response should include *specific* information (in terms of percentage availability) about the current workload of the principal submitting firm as well as any other firms listed as part of the project team showing the capacity to handle work assigned under this proposed contract.

If you exercise the option to submit the additional information to the two selection criteria described above, please do so no later than Monday, September 16<sup>th</sup> at 3:00 PM EST. The addendum information can be uploaded here:

<https://wintergarden.egnyte.com/ul/Sw7TZA9yX>