



**National Trust for
Historic Preservation**
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Addendum No. 3

PROJECT: PRESERVING BLACK CHURCHES BUSINESS AND STRATEGIC PLANNING RFP 2023-26

DATE: JANUARY 17, 2024

RE: ADDENDUM NO. 1 TO REQUEST FOR PROPOSALS

TO: ALL BIDDERS

This addendum forms a part of the Contract Documents and modifies the original Bidding Documents and shall be included in the relevant scopes of work and bids submitted. It is the bidder's responsibility to determine if their work is affected by this addendum. Failure to acknowledge receipt of this Addendum on bid submission may subject the Bidder to disqualification.

The Following is AMENDED:

GENERAL NOTES AND CLARIFICATIONS:

1. **DEADLINE TO SUBMIT PROPOSALS IS EXTENDED BY ONE WEEK TO JANUARY 26, 2024**; February 12-16, 2024 Interviews, if necessary; February 29, 2024 Proposal Selection
2. Third Set of Answers to Questions

DRAWINGS: None

SPECIFICATIONS: None

END OF ADDENDUM NO. 3

Answers to Questions

1. The RFP mentions strategic plans and business plans. Which is the desired product as both are robust planning tools requiring significant time and resources?

ANSWER: A strategic plan and a business plan are both desired. The approach envisioned is to work with the sites to develop a strategic plan for their programmatic visions. Once the strategic plan is developed, a business plan would be developed to outline the feasibility of the programmatic vision and operations related to the non-religious mission of the site.

2. Please confirm that the RFP includes strategic plans, training, and workshops for 6 Black churches, and capital feasibility plans for those same 6, plus 4 more churches; so the final total of capital feasibility studies is 10.

ANSWER: The total number of Black churches is 6. Of the 6 church sites, 4 are in Alabama, 1 is in Chicago and 1 is in Los Angeles.

3. Whether an 18 or 24-month timeline, do all efforts need to be complete by the 1st quarter of 2026?

ANSWER: Yes

4. Under attachments, please confirm that the MWBE Subcontracting Plan and the Execution of Officer are the only attachments required with the proposal, and that Exhibit A - STANDARD SERVICES AGREEMENT is not required.

ANSWER: The Standard Services Agreement is an example and not required.

5. Please confirm that we should only reference standard service agreement in the proposal if there are standard service agreement terms that we want to modify if awarded the contract.

ANSWER: Yes. Note that the offeror awarded a contract shall have an opportunity to comment on any draft contract and its terms and conditions.

6. For MWBE firms, if the subcontracting firm is MWBE and was the only firm requested by the prime (also an MWBE) must we still list other MWBE firms that might have been contacted? Can additional MWBE contractors be listed who are not formally certified, but are MWBE sole proprietors?

ANSWER: A comprehensive statement regarding contractor's and subcontractors' status as an MWBE, without regard to formal certification, is acceptable.

7. Under "2. Requirements for Proposals", letter "E" is "Criterion Five..." and "F" is "Criterion Nine...". Were Criteria 6,7 and 8 intentionally omitted?

ANSWER: This is a typo – nine should be six.