



**PURCHASING DIVISION  
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MERIDEN, CONNECTICUT 06450-8022**

**RAWLE DUMMETT  
PURCHASING OFFICER**

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**ADDENDUM #01**

**TO THE PROPOSAL FOR: RFP025-38 – Consultant Services for Preparation of the City of Meriden Community Development Block Grant 2025 – 2030 Consolidated Plan & Program Year 51 Annual Action Plan**

**FOR: City of Meriden**

**DUE DATE: April 23, 2025 @ 11:30 AM**

The purpose of this Addendum is to respond to the following RFI's:

**Q1** The City's anticipated award date of May 21, 2025 and the required HUD deadline of August 15, 2025 leaves around 6 weeks for the execution of the citizen participation plan, strategy development, and preparation of the draft plans for the 30-day public comment period. This is a very tight timeline.

**a)** Would the City consider expediting the consultant selection process to allow for an earlier start date?

**A 1a)** Yes, the City will be expediting the selection process to facilitate an earlier start date.

**b)** Would the City consider a proposal with a reduced scope of work (while still meeting the HUD requirements

**A 1b)** No, the City will not consider a proposal with a reduced scope of work.

**Q2** Can the City please confirm that no application process has been started to solicit projects for the upcoming plan year?

**A2** The PY-51 CDBG application cycle is scheduled to begin within 1-2 weeks.

**Q3** Can the City confirm whether the requested most recent CDBG Consolidated Plan completed by proposers should be sent as a hard copy, electronic copy, or both?

**A3** Please refer to Page 4, #6 excerpted below:

“The proposer shall provide one original and one (1) copy of their proposal to the City of Meriden Purchasing Department along with one complete version of your proposal on a flash drive. The submittal shall be in sealed envelope(s) with the RFP Number, Proposal Name on the outside.”

So essentially, 2 paper copies (one original-one copy) and an electronic copy on a flash drive.

Please acknowledge receipt of all addenda in your Proposal Submission.

**Proposal Delivery** - Proposals may be dropped off prior to April 23, 2025 either in person or by courier service. At this time the City does not have the infrastructure to accept electronic proposals and therefore proposals will only be accepted as directed in the RFP documents.

Rawle Dummett  
Purchasing Officer  
Dated: April 17, 2025