Request for Proposal Addendum

City of Riceboro

Addendum No. 1 | Date issued: October 28, 2026

RFP No. 2026-26 | RFP title: **Master Plan Update**

To: All prospective proposers

This addendum provides official responses to questions and identifies changes to the RFP. It forms part of the solicitation. Except as expressly revised below, all other RFP requirements remain unchanged.

Proposal deadline

Status and deadline: Unchanged — November 5, 2026 | 2:00 PM (EST)

Submission instructions: Delivered in person or courier to 4614 S. Coastal Hwy. Riceboro, GA.

Questions and official responses

1. **Question:** Would you be open to considering a digital submission to reduce cost, paper, delivery and time?

Response: The proposal submittal requirements and submittal date and time remains the same as stated on page 13-14.

2. **Question:** Can you share additional details regarding the pre-bid meeting scheduled for October 20th, including the time?

Response: The preproposal meeting held on October 20, 2026 from 1:00 - 2:00 PM was posted on the City's website as Pre-Proposal Conference tab, and the Teams meeting link was provided.

3. **Question:** Is there a budget or not-to-exceed amount for this contract, and will it be funded by a grant program such as DCA, CDBG, or USDA?

Response: There is no grant funding included in this project. No budget has been set for this project.

4. **Question:** Can the City share the 2011 Master Plan and any GIS parcel, zoning or utility data before proposals are due, or only after the Notice to Proceed?

Response: The 2011 Master Plan document can be found on the City's website at www.cityofriceboro.org. The GIS parcel, zoning and utility data will be provided after notice to proceed.

5. **Question:** For Task 5 (Fire Protection and Emergency Services), is a planning-level strategy acceptable, with separate operational or ISO studies recommended where needed?

Response: A planning-level strategy is acceptable, with separate operational strategy.

6. **Question:** For Task 6 (Infrastructure), are recent water, wastewater or stormwater studies available? Are planning-level cost ranges acceptable without engineering analysis?

Response: No recent studies are available. Planning-level cost ranges are acceptable without engineering analysis.

7. **Question:** May the steering committee meetings and public workshops be held in the evening at City Hall, and may one steering committee meeting be held virtually?

Response: Yes, steering committee meetings and public workshops can be held at City Hall in the evenings, and yes one steering meeting can be held virtually.

8. **Question:** Does the 30-page technical limit remain 30 single-pages? Is an 11x17 foldout count as one page or two?

Response: The 30-page technical limit can be 30 double sided pages. An 11x17 fold out counts as one page.

9. **Question:** May an authorized representative other than the signer hand deliver the sealed proposal on November 5th?

Response: Yes

10. **Question:** For the cost proposal, is a lump sum by task acceptable without hourly rates, or are labor hours and rates required for each task?

Response: A lump sum cost proposal for ALL Taks is acceptable.

11. **Question:** The schedule for the scope is pretty aggressive. Is there flexibility?

Response: Yes.

12. **Question:** Is there flexibility for the cost proposal form?

Response: A lump sum cost proposal for ALL Task is acceptable.

13. **Question:** Has the City established a budget for the Master Plan?

Response: No.

14. **Question:** Are there any existing documents to support the Master Plan?

Response: Yes, the Comprehensive Plan: Liberty County Joint Comprehensive Plan: https://thelcpc.org/wp-content/uploads/2026/08/Comp-Plan.pdf

15. **Question:** When the project is done, what is the expected outcome?

Response: That the City will have a roadmap to take the City in the direction we want to see based on the projected growth.

16. **Question:** Can you provide the list of preproposal meeting attendees?

Response:

Chris Stacy, Mayor

Louise Brown, Mayor Pro Tem

Gwendolyn Lowe, City Finance Director

DeLisa Clift, RFP facilitator

Denise Grabowski with Symbioscity

Henry Jones with HG Jones & Associates

Wincy Poon with Coastal Regional Commission

Samuel Crook with Studio RNB

Jeff Ricketson with Liberty Consolidated Planning Commission

Acknowledgment: Must be consistent with the RFP instruction

Issued by: DeLisa Clift, RFP Project Facilitator | Email inquiries to Malinda McIver at mmciver@cityofriceboro.org