



Department of Procurement Services

160 South Hollywood Street · Room 126 · Memphis, TN 38112 · (901) 416-5376

December 13, 2024

Addendum #1: **RFP 122024LB Facility Master Plan Project Management Services**

Dear Respondents:

This Addendum forms a part of the Contract Documents and modifies the Plans and Specifications dated November 22, 2024. The Respondent shall acknowledge receipt of this Addendum on the RFP Form. Failure to do so may subject the Respondent to disqualification.

Item #1 – PowerPoint Presentation

A PowerPoint presentation with examples of prior work **must** be included with the proposal submissions. The prior work should speak to the scope of services on pages 14-16 of the RFP template.

The presentation must be saved as a separate file on the USB drive.

Thank you,
Procurement Services