

Form: **Addendum No. 1**
Project Title: **RFP 1640 Real Estate Consulting Services**
Issued Date: **November 26, 2025**

This Addendum relates to the project referenced above, originally advertised on November 14, 2025.

Addendum Contents

Section #	Item	Description
1	Questions & Answers	Questions & Answers have been posted as part of this Addendum.

This Addendum forms part of the Contract documents and modifies the original Bidding documents and any prior Addenda (*if any*), as stated herein. Unless specifically noted or specified hereinafter, all services and other provisions of the Contract documents shall remain in full force.

It is the sole responsibility of the Vendor to be knowledgeable of all of the additions, deletions, clarifications, and modifications to the RFP or project materials related to this project as set forth in all Addenda. In order to be eligible for Contract with the University, Vendor must provide Acknowledgement of any Addendum issued under this RFP, by fully executing this acknowledgement of Addendum cover page. Bidder must include Acknowledgement of Addenda within its Proposal. Failure to provide acknowledgement of Addendum may subject proposal to disqualification.

ADDENDUM ACKNOWLEDGMENT

I acknowledge that I have received and reviewed this Addendum

Business Name (*please print*)

Representative's Name (*please print*)

Signature of Representative

Date

SECTION 1:
QUESTIONS & ANSWERS

1	Question & Answer
	Is the University asking for one blended hourly rate for the team based on a typical division of work for these types of engagements on the Proposal Pricing in Attachment #2?
	Yes. The University is requiring an hourly rate for as-needed services (Advisory, Project Management, and Virtual Support Services). The hourly rates must be all-inclusive (see RFP section 8.1.2), and account for all necessary items to complete the Scope of Work.

2	Question & Answer
	Does the University have project management software that is used or preferred?
	No.

3	Question & Answer
	Does the University have a real estate attorney? Or would one be hired to draft legal agreements as needed?
	The University intends to use its real-estate attorney.

4	Question & Answer
	Regarding RFP Section 2.2.4.2 - Engagement Logistics: For focus groups and interviews with Student Affairs, HR, Facilities, Enrollment, and local housing developers, will the University coordinate participant recruitment and scheduling, or should the consultant manage outreach and logistics? If possible, please confirm whether there is an expected range for the number of sessions assumed for pricing.
	The University will coordinate and schedule. The expected range for the number of sessions is not set; however, the Contractor must conduct an appropriate number of sessions to successfully fulfil the objectives of the study.

If you submitted any question or inquiry to yuferr@montclair.edu by the due date indicated in the RFP Schedule of Events (or as modified through any other Addendum), but no response was provided herein, please contact the Procurement Services representative below, and provide the original outreach effort:

Robert Yufer, Associate Director of Strategic Sourcing
yuferr@montclair.edu