



# CITY OF GAINESVILLE

*Procurement Division*

-VIA EMAIL-[dmeyer@mkskstudios.com](mailto:dmeyer@mkskstudios.com)

September 3, 2020

MKSK, Inc.  
ATT: Darren Meyer  
504 Rhett Street  
Greenville, SC 29601

RE: Request for Proposal #DOSD-200033-GD  
Downtown Gainesville Strategic Master Plan

Dear Mr. Meyer,

In preparing the Recommendation for Award – Final Ranking for the Subject RFP, there are a few items in your company's proposal that the City requests altering prior to presentation to the City Commission. The proposal indicates that the Lump Sum Total will be \$250,000.00, all inclusive of travel and administrative costs. The proposal goes on to provide the detail of how these items will be billed. All of these items can be found on page 17 of the MKSK proposal, dated June 29, 2020.

If your company is agreeable to the following changes to your proposal, City staff will move forward with the Recommendation of Award – Final Ranking as it currently stands:

(Please indicate acceptance by initialing in the space where indicated.)

1. DM Direct expenses will be billed at the actual amount – no mark-up.
2. DM Should air travel be required, air travel will be reimbursed at coach class rate only.
3. DM Any fee, charges, or other expenses (such as phone bills) resulting from conducting business from an out-of-state location will not be billed to the City or included in the Lump Sum total.
4. DM MKSK is expected to successfully complete the project on budget – no consideration will be given for overages, unless the City has specifically requested additional work that is memorialized by an amendment to the Contract.



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After initialing each of the items above, please sign and date this correspondence, and return to me as soon as possible. This correspondence will serve as an Amendment to your proposal for solicitation #DOSD-200033-GD, Downtown Gainesville Strategic Master Plan, dated June 29, 2020 and will be included in any contract that is negotiated should the Recommendation of Award – Final Ranking be approved.

*As Principal for MKSK, Inc., I approve the changes to the MKSK, Inc. submittal for Downtown Gainesville Master Plan, as described above.*

Darren Meyer, PLA, ASLA, AICP, Principal  
MKSK, Inc.

9/3/20  
Date

If you have any questions regarding this request, please feel free to contact me via my work-at-home number: 469 387 8788.

Thank you for your consideration of this request.

Sincerely,

Gayle Dykeman  
Procurement Specialist 3