

City of Hood River Request for Proposal
Permitting Enhancement Project Implementation Management
Addendum #1: “Modifications to Deadline, Proposal Requirements, and Selection Process”

The City of Hood River is modifying the original solicitation for Permitting Enhancement Project Implementation Management, issued November 1, 2019, by changing:

Page 1: Title Page:

Response Date is changed to Monday, December 16th, at 5:00pm

Page 2: Introduction:

Response Date is changed to Monday, December 16th, at 5:00pm

Page 5: Request For Proposal:

Response requirement #6, “A Cost Proposal” is amended as follows with strikethrough for deletion and bold font for addition:

6. A cost proposal
 - a. ~~Proposed hourly rate~~ **Hourly rate schedule for staff assigned to the project**
 - b. ~~Estimate of travel and other expenses~~ **Rate schedule for common or likely charges such as travel & printing**
 - c. ~~Estimated total cost for each phase~~

A response requirement #7 is added to read:

7. Signed Attachments

- a. **Completed & Signed Business Statement**
- b. **Completed & Signed Acknowledgement of Addenda**

Page 6: Proposal Evaluation:

An additional paragraph is added to read:

“An initial selection of finalist firms will be made by the City based on initial point totals. Finalists will be invited to interview with project managers. Point totals may be adjusted after holding interviews. The final scope and budget will be negotiated with the top ranked firm. If the City and top ranked firm cannot come to an agreement, the City will move to the second ranked firm and so on until a mutually agreeable scope and budget is finalized. The total budget for the project is anticipated not to exceed \$80,000 over two-years but is subject to the result of final scope and budget negotiations.

Additional Appendix Added: Acknowledgement of Addenda

In addition to the Business Statement attachment #1, and additional required attachment, “Acknowledgement of Addenda” is added as shown on page #2 of this Addendum #1.

Acknowledgement of Addenda

Project Title: Permitting Enhancement Project Implementation Management

Close: Monday, December 16, 2019 at 5:00pm

I/We have reviewed the following addenda:

1. _____

2. _____

3. _____

4. _____

Date

Signature of Proposer

Title

Corporate Name