



FINANCE

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ADDENDUM NO. 1

Date: April 3, 2019

To: Interested Proposers

From: Diane M. Murzynski, CPPO, CPPB, Purchasing Coordinator

Re: Housing Needs Analysis and Economic Opportunities Analysis and Strategy (RFP)

This Addendum modifies the RFP documents only to the extent indicated herein. All other areas not changed or otherwise modified by this Addendum shall remain in full force and effect. This Addendum is hereby made an integral part of the original Project Documents. **The Proposer shall sign below acknowledging they read and understand that this Addendum includes and incorporates the following changes or attachments.**

The Purpose of this addendum is to modify the following sections to provide clarifications to requirements and answer questions submitted by potential Proposers to date. All answers and modifications are reflected in bold and italics.

1. RFP Section 5.8.4 – Add the following text under *Cost Proposal Summary*, “d. All costs proposed must be in U.S. dollars.”
2. RFP Cost Proposal Summary (Exhibit A - Attached) – Clarify all costs are to be in U.S. dollars.
3. “Can companies from Outside USA (like, from India or Canada) apply for this?”

Answer: Any company can submit a proposal for services if the proposer complies with all applicable local, state, and federal laws. Since the project is funded with U.S. dollars, proposals must be in U.S. dollars.

4. “Do we need to come over there for meetings?”

Answer: RFP, Section 4 – Scope of Work, Task 1 specifies an “in-person” kick-off meeting. Tasks 2 and 3 deliverables include presentations to local policy makers and stakeholders; the expectation is presentations would be in-person.

5. “Can we perform the tasks (related to RFP) outside USA (like, from India or Canada)?”

Answer: Most of the services requested in the RFP can be performed remotely; however, the City expects in-person presentations as specified in the RFP, Section 4.

6. Can we submit the proposals via email?

Answer: No.

RFP Submittal Checklist, Page 2: Proposals must be submitted by the time designated in the advertisement for the Request for Proposals at the City Hall Parks and Recreation Department/Information counter and marked received by City staff indicating the time and date as shown on the City Bid Clock in the Parks Department. Any Proposals submitted after the designated closing time or to any other location will be determined nonresponsive and will not be opened.

It is the responsibility of the Proposer to deliver the Proposal by the indicated deadline to the designated location. The City will not accept responsibility for the timely delivery of any Proposal sent via a delivery service (FedEx, UPS, USPS, etc.). Proposer is solely responsible for the Proposal to be delivered to the correct location by the correct time.

If the Proposer submits a Proposal via a delivery service (FedEx, UPS, etc.), the required sealed envelope must be enclosed in the delivery service packaging and the Project Title of the Proposal should be written on the outside delivery service packaging.

RFP Section 2.1: Telephone, facsimile, or electronically transmitted Proposals will not be accepted. Proposals received after the specified date and time will not be given further consideration.

Proposer’s Signature

Date

Company Name *(Please print)*

EXHIBIT A - COST PROPOSAL SUMMARY

In accordance with the Request for Proposals issued by the City of Albany, the firm referenced below hereby submits a Cost Proposal Summary. Use additional pages to provide clarifications if needed.

Items	Description*	List Personnel	Hours	Hourly Rate	Total Cost (U.S. Dollars)
Housing Needs Analysis					
1	Buildable Residential Lands Inventory				
2	Housing Needs Analysis				
Economic Opportunities Analysis and Strategy					
3	Buildable Employment Lands Inventory				
4	Economic Opportunities Analysis				
5	Economic Development Strategy				
6	Draft and final reports				
7	Meetings with staff, officials, and stakeholders				
TOTAL (Costs must be in U.S. Dollars.)					

I hereby certify that the undersigned is authorized to represent the firm stated below, and empowered to submit this proposal and if selected, agrees to furnish all services in accordance with the RFP and addenda. In addition, all City of Albany project requirements, including insurance, have been reviewed and are incorporated in this Cost Proposal.

Firm Name: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____