



CITY OF ALBANY, OREGON
FINANCE DEPARTMENT

LAND USE PLANNING SERVICES RFP, ADDENDUM # 1

May 27, 2021

The purpose of this addendum is to modify the RFP documents only to the extent indicated herein. All other areas not changed or otherwise modified by other addenda shall remain in full force and effect. This addendum is hereby made an integral part of the original Project Documents. The Proposer shall sign acknowledging they read and understand that this addendum includes and incorporates the following changes or provides clarifications to questions submitted by prospective proposers.

If applicable, revised sections are reflected as follows with additions shown in bold and italicized and deletions shown with strike-through.

The RFP Document has been updated to include Exhibit F, References, omitted in error.

The following questions have been asked. Clarifications are listed below.

1. Does the agency have an estimate of the number of services (dollar value) to be requested through this contract?

The number of services is unpredictable and will be dependent on application load, staffing levels and general need for service. For example, currently the need would be very high.

2. Is there an expectation that the consultant would be on-site on a regular basis or just as needed for individual projects?

Consultant will not be required to be on-site on a regular basis. In-person meetings would generally be the only time the consultant would be required to be on-site. With virtual options, the likelihood of this is relatively low.

3. I do not see an Exhibit F for the inclusion of references. Is this something the city would like proposers to prepare based on the instructions in section “5.6 Proposal Content – Mandatory Submittal Requirements,” or is there an additional form that you can provide?

Exhibit F was omitted in error. It has been provided in the Revised RFP.

4. I see that pricing is part of the scoring. Are planning services excluded from the QBS rules?

It does not meet QBS rules and will be awarded under ORS 279B. As noted in the RFP, this work will be conducting completeness reviews, staff reports and notice of decisions. Any signed approvals will be authorized by the director or planning supervisor. The type of work does not require stamping or signing of plans/ designs.

5. Is this a new contract or one that has been in place prior? If so, can you tell me who has held the contract? How much work was awarded through that contract?

This is a new contract.

- 6. We noticed there were requirements for the company to have both a drug testing policy and a background check policy. Would the City reconsider these requirements?

The City finds this is a necessary requirement for all professional service contracts.

Contractor's Signature

Date

Company Name *(Please print)*