



CITY OF ALBANY, OREGON  
FINANCE DEPARTMENT

LAND USE PLANNING SERVICES RFP, ADDENDUM # 2

**June 2, 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 deletions shown with strike-through.**

The Employee Drug Testing Certification form, Exhibit H, has been updated to correct minor errors.

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

1. We noticed there were requirements for the company to have both a drug testing policy and a background check policy. While we do sometimes require drug testing and background checks for specific projects, we do not have a company-wide program. Is this a requirement?

*Yes, the City requires a company-wide program/policy for both testing and background checks.*

2. Our firm has a strict substance abuse policy but does not have a company-wide drug testing policy in place. We would, however, be willing to have our two Land Use Planners undergo testing if awarded this contract. Would that be acceptable to the city?

*All proposers must have a policy for random testing in place per the RFP and the certification must be signed.*

3. Will the City allow this contractor to assist in the preparation of land use planning applications for parties that are not assigned to the contractor's review under the RFP?

*Yes. The contractor can still submit land use applications as a consultant. Staff will be responsible assigning projects to the contractor that do not pose a conflict of interest.*

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name (Please print)

