

REQUEST FOR QUALIFICATIONS



Addendum No. 1

for

On-Call Professional Consultant Services

Addendum Released Date: October 27, 2023+

Proposals due by: **November 3, 2023 at 10:00 am**

ATTENTION ALL PROSPECTIVE RESPONDENTS TO THE REQUEST FOR QUALIFICATIONS, PLEASE SEE THE FOLLOWING REVISIONS AND CLARIFICATIONS:

1. The due date for proposals has been pushed 2 days to **November 3rd, due at 10:00 am.**
2. The City has received questions regarding the length requirements associated with both the Project Understanding and the ½ page requirements for each service (Section C) being proposed by the consultant. Recognizing the workload consultants and City staff are currently carrying, this was not intended to be an onerous RFQ for any interested parties, but an opportunity to briefly showcase a consultant's available services and abilities for opportunities to deliver projects and services for the City of Placerville on a variety of topics. *Consultants are encouraged to be direct and brief.* As such, the following sections are clarified and/or restricted to the listed page limits:
 - A. Transmittal Letter: 1 page maximum
 - B. Introduction: 2 page maximum (no change)
 - C. Project Understanding and List of Services (1 page maximum for the Project Understanding and ½ maximum for each service the consultant is proposing on.)
For example, if you are proposing on 6 services listed in Attachment A, the length of your Section C will be 1 page plus 3 pages (1/2 page per service) for a total of 4 pages maximum.
 - D. Consultant and Sub-Consultant Staff: The page limit is determined by the consultant based on their team information. This section was established to encourage creative and flexible teaming and delivery methods for consultants based on available qualified resources.
 - E. Consultant Qualifications and References: The page limit is determined by the consultant on how much information they wish to provide on their team. However, consultants are strongly advised to provide clear and concise information, prioritizing quality over quantity in content volume. *Consultants are encouraged to be direct and brief.*
 - F. Team Resumes: 1 page maximum (no change) for each resume and again, this is up to the consultant based on their team information.
 - G. Fee Schedule: 1 page maximum (no change)

END OF ADDENDUM #1