



**DATE:** October 17, 2019  
**TO:** Potential Proposers  
**FROM:** Kelly Clarke, Senior Transportation Planner  
**RE:** Request for Proposals No. 2020-0002

### **RFP ADDENDUM # 3**

This Addendum modifies the Request for Proposal (RFP) document(s) only to the extent indicated herein. Proposer must be responsive to any requirements of this Addendum as if the requirements were set forth in the originally issued RFP. Failure to do so may result in Proposal rejection. See Revised RFP section 4 regarding Requests for Clarification or Modification and section 9 regarding the deadline for receipt of vendor questions.

#### **The purpose of this Addendum is to:**

Delete the RFP in its entirety and replace it with Addendum 3 - Revised RFP showing Track Changes of all revisions since the originally issued RFP. The Revised RFP is incorporated into this Addendum 3 by this reference and available at the following link:

<https://www.lcog.org/1084/RFP-CLMPO-Regional-Transportation-Plan>

**Following is a summary of the RFP revisions (For detailed revisions see the Revised RFP document, issued with this Addendum 3, available at the webpage linked above):**

#### **SECTION 1: GENERAL INFORMATION**

- Per Code of Federal Regulations, Department of Transportation, LCOG's Non-Discrimination statement is added.
- Disadvantaged Business Enterprise (DBE) language is added. A DBE participation goal of 0% has been assigned to the Contract.

#### **SECTION 4: INSTRUCTIONS TO PROPOSERS**

##### **A. Requirement for Electronic Proposals**

- The submittal format has been changed from submittal via email to:  
Prior to the RFP closing time, Proposer shall submit in a sealed envelope addressed to the Single Point of Contact, a USB drive, DVD, or CD with the following electronic files in Adobe Acrobat (pdf), Microsoft Word (docx), or Microsoft Excel (xlsx) format:
  - One copy of its electronic Proposal,

- An electronic copy of a completed Proposal Coversheet (RFP Attachment A) that bears the signature of Proposer's authorized representative, and
- Any other submittal requirements specified in this RFP.

#### **SECTION 5: PROPOSAL CONTENTS**

- Proposed pricing requirements have been clarified.

#### **SECTION 6: SELECTION CRITERIA**

- Proposed pricing has been included in the evaluation criteria.

#### **SECTION 7: PROCESS FOR EVALUATION; CONTRACT AWARD AND NEGOTIATION**

- Protocol of notification of intent to award has been included.
- Procedure for affected proposer to submit a written protest has been added.
- Contract negotiation language has been added.

#### **SECTION 9: PROCUREMENT TIMELINE**

- The procurement timeline has been amended to provide time for proposers to address the additional requirements within this addendum. LCOG staff apologizes for any inconvenience. **The proposal closing date and time is now October 29, 2019 at 5:00p.m. Pacific Time.**

#### **ATTACHMENT A – PROPOSAL COVER SHEET**

- A proposal cover sheet has been added and is required with submitted proposals. The cover sheet will not be counted towards the page count. A clean version of the Proposal Cover Sheet is available at the following link: <https://www.lcog.org/1084/RFP-CLMPO-Regional-Transportation-Plan>

#### **ATTACHMENT B – SAMPLE CONTRACT**

- A Sample Contract with terms and conditions has been added as a separate document incorporated in the RFP for consultant's reference. The Sample Contract is available at the following link: <https://www.lcog.org/1084/RFP-CLMPO-Regional-Transportation-Plan>

#### **THROUGHOUT THE DOCUMENT**

- Minor edits have been made.