

City of Blythe
6th Cycle Housing Element Update

ADDENDUM NO. 1
Proposal Due Date: January 20, 2022, at 2:00pm

Date: December 21, 2021

To: All prospective bidders
Re: 6th Cycle Housing Element Update

ADDENDUM NO. 1

This addendum shall be considered part of the Request for Proposal and contract documents (except as noted otherwise) and is issued to change, amplify, or delete from or otherwise explain these documents where provisions of this addendum differ from those of the original documents. This addendum shall have precedence over the original documents and shall govern.

The following questions were submitted:

1. *Page 2 of the RFP document states the deadline for RFI/questions is December 23, 2021. Page 3 of the RFP document (RFP notice) and Paragraph X on numbered Page 7 of the RFP state information or clarifications must be submitted by December 29, 2021. Could the City please advise which is the correct date?*

Questions will be received until December 29, 2021.

2. *Page 3 of the RFP document (RFP notice) states the proposal should be submitted using the title "6th Cycle Housing Element Update". Paragraph XII on numbered Page 7 of the RFP states the proposal should be submitted using the title "Housing Element Update". Could the City please clarify which title should be used?*

The City will accept "6th Cycle Housing Element Update" or "Housing Element Update" as appropriate titles for proposal submissions.

3. *Paragraph XI on numbered Page 7 of the RFP states that "Proposals are due to the City of Blythe, at the date and time set forth on the Notice Inviting Proposals. Faxed, emailed or postmarks will not be accepted."; but does not state the number of hard copies to submit. Could the City please clarify the number of copies that are to be submitted?*

Please submit one hard copy of the proposal along with an electronic copy of the proposal on a USB drive.

4. *Paragraph B on numbered Page 8 refers to an Exhibit C – Proposers Statement and Proposal Item Pricing. Exhibit C in the RFP is entitled References. All exhibits listed in Paragraphs C through E on numbered Page 8 indicate mismatched exhibit names with the actual forms. Please clarify if Exhibit C– Proposers Statement and Proposal Item Pricing*

is required and, if so, could the City please provide the form? Also, if Exhibit C – Proposers Statement and Proposal Item Pricing is required and provided, will the City be issuing updated exhibits for references, proposer’s statement, and sample additional insured endorsement for commercial general liability policy – matching the exhibit names with Paragraphs C through E?

The following forms shall be submitted with the proposal:

Exhibit B- Proposers Certification and Proposal Item Pricing, page 15 of the RFP.

Exhibit C- References, page 16 of the RFP.

Exhibit D- Proposers Statement, page 18 of the RFP.

Page 8, starting at Paragraph B is amended to read as follows:

B. EXHIBIT B – PROPOSERS CERTIFICATION AND PROPOSAL ITEM PRICING

Consultants must provide detailed fixed prices, including out-of-pocket expenses, for all costs associated with the responsibilities and related services indicated herein. Clearly specify the nature of expenses anticipated and the amount of each category for out-of-pocket expenses.

Proposers must include an accurate estimate of the number of hours of service to be provided for completion of the contract, an hourly rate for personnel, and a total fixed-price for the project budget.

C. EXHIBIT C –REFERENCES – The Proposer shall submit a list of agencies, past and present, for whom you have provided work similar to that identified in this RFP (Exhibit A) for the last 3 years.

D. EXHIBIT D – PROPOSER’S STATEMENT

E. The **proposal must be completely responsive to the RFP**. Any exceptions to the requirements of this RFP must be included in the proposal. Such exceptions must be included as a separate element of the proposal entitled “Exceptions and Deviations.” The City Manager, in her sole and absolute discretion, may authorize or deny any exceptions.

F. The City reserves the right to reject any or all proposals submitted, and no representation is made hereby that any contract will be awarded pursuant to this RFP or otherwise. The City reserves the right to waive minor inconsistencies in submitted Proposals.

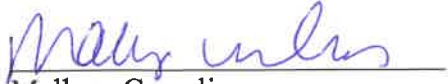
5. *Please clarify if the fee is to be included in the proposal or submitted separately in a sealed envelope.*

Please submit fees in a sealed envelope. Enclose the sealed fee envelop with the proposal and USB Drive in an envelope as instructed in the RFP with either title listed in #2 of this Addendum.

Please sign the acknowledgement and return this Addendum with your proposal.

END OF ADDENDUM NO. 1

City of Blythe



Mallory Crecelius
Interim City Manager/City Clerk

Acknowledgement of Receipt
ADDENDUM No. 1

Signature of Bidder