



SCAPPOOSE *Oregon*

**ADDENDUM NO. 1
TO
RFP NO. 2021-04
50-Year Plan
ISSUED THIS 10th DAY OF NOVEMBER, 2021**

The new additions to the RFP packet are underlined, whereas deletions, if any, are indicated by ~~striketrough~~ text. All remaining sections and subsections of RFP No. 2021-04 not modified by this Addendum remain unchanged.

The following changes have been made to RFP No. 2021-04:

SECTION 3 – PROPOSAL REQUIREMENTS

3.4.4 Management and Quality Control (2 pages, 10 points)

Describe the approach and methodology to managing work tasks and coordination, sequencing and controlling operations, including any potential subcontractors and/or subconsultants in a specific manner if possible, and a general manner if not possible (for example, it is acceptable to say that you will subcontract with firms/organizations (described generally) that have skills in certain areas once the project is on-going), to accomplish the work in a timely manner. Indicate how the Consultant ensures project progress and quality control. Mention how and to what extent there is a need for utilizing City personnel to assist the Consultant within the duration of the Project and indicate the approximate time requirement.

3.4.6 Project Team and Organization (5 pages 10 points)

Provide resumes for the Consultant team's key staff and team members, ~~—and sub-contractors if they play a key or critical role—~~ and any known subcontractors, as an Appendix. Each resume should not exceed 2 pages and must show the years of experience, license or certifications, and relevant project experience. Additionally,

- Provide an overview of the Consultant Team highlighting their experience, qualifications and technical capacities that are relevant to the Project.
- Briefly describe Consultant team's key personnel experience, qualifications and role in this Project. Full detail of key staff to be provided in the appendix.
- Provide an organizational chart of the proposed project team. Please include project managers of any potential sub-contractors used to complete the scope of work, a list of potential sub-contractors —these can be described generally (for example, it is acceptable to say that you will subcontract with firms/organizations (described generally) that have skills in certain areas once the project is on-going)— and their role in delivering on the scope of work. Sub-contractors (described specifically if possible, and generally if not possible) should be included in the project organization chart.
- Describe your team's communication methods; provide an example of how this method provides benefit to the consultant team, and ultimately the City.
- Indicate the number of other projects that will be managed by the Project Manager during the time he or she would be assigned to this project.