



**ADDENDUM NO. 1  
TO  
RFP NO. 2023-10  
Community Branding Project  
ISSUED THIS 22nd DAY OF NOVEMBER, 2023**

Due to the high volume of proposals received, the City is extending its review of the written proposals for this RFP. Consequently, interviews will be scheduled and held later than originally scheduled. This is to ensure a fair and thorough review of all submittals.

The new additions to the RFP packet are underlined, whereas deletions, are indicated by ~~strikethrough~~ text. All remaining sections and subsections of RFP No. 2023-10 not modified by this Addendum remain unchanged.

**The following changes have been made to RFP No. 2023-10:**

**1.3 Schedule**

Action	Location	Date <sup>1</sup>	Time
Solicitation advertisement	Business Tribune, Spotlight, City Website, League of Oregon Cities, social media, other	10/6/2023	Various
Optional pre-proposal meeting <sup>2</sup>	Microsoft Teams	10/18/2023	1:00 pm
Pre-proposal questions due	Email	10/23/2023	5:00 pm
Responses to pre-proposal questions	Email, City Website	10/30/2023	5:00 pm
Proposals due	Email	11/13/2023	5:00 pm
<u>Addendum No. 2 (updated schedule) Released</u>	<u>City Website</u>	<u>12/12/2023</u>	<u>8:00 am</u>
Interviews	Microsoft Teams	<u>11/20/2023 &amp; 11/21/2023</u> <del>TBD</del>	TBD
Notice of intent to award contract	Email	<u>11/22/2023</u> <del>TBD</del>	-
Contract negotiations conclude	-	<u>12/1/2023</u> <del>TBD</del>	-
Challenge period expires	-	<u>12/5/2023</u> <del>TBD</del>	5:00 pm
City Council approval of contract	Scappoose Council Chambers	<u>12/11/2023</u> <del>TBD</del>	7:00 pm
Begin contract	-	<u>12/12/2023</u> <del>TBD</del>	-
Desired project completion	-	<u>6/30/2023<sup>3</sup></u> <del>TBD</del>	-

<sup>1</sup> These dates are approximate and subject to change at the sole discretion of the City.

<sup>2</sup> Please register with RFP contact by Tuesday, October 17, 2023 at 5:00 pm.

<sup>3</sup> The City is open to alternative project completion dates if another project timeline is more appropriate.