



**ADDENDUM NO. 2
TO
RFP NO. 2023-10
Community Branding Project
ISSUED THIS 12th DAY OF DECEMBER, 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 or **highlighted**, 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 ¹	Time
Solicitation advertisement	Business Tribune, Spotlight, City Website, League of Oregon Cities, social media, other	10/6/2023	Various
Optional pre-proposal meeting ²	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
Addendum No. 2 (updated schedule) Released	City Website	12/12/2023	8:00 am
<u>Send interview invites</u>	<u>Email</u>	<u>12/20/2023</u>	<u>:</u>
Interviews	Microsoft Teams	<u>1/4/2024</u>	TBD
Notice of intent to award contract	Email	<u>1/4/2024</u>	-
Contract negotiations conclude	-	<u>1/9/2024</u>	-
Challenge period expires	-	<u>1/9/2024</u>	5:00 pm
City Council approval of contract	Scappoose Council Chambers	<u>1/16/2024</u>	7:00 pm
Begin contract	-	<u>1/17/2024</u>	-
Desired project completion	-	<u>7/31/2024</u> ³	-

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

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

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



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4.5 Proposed Budget

Submit a proposed project budget including a breakdown of personnel, materials, and total cost.

The City has budgeted this project at a fixed amount. In finding that it is in the best interest of the public to do so, the City will reject all proposals with a proposed project budget over \$80,000.00. The City's findings are based on the following:

- 1) It is extremely unlikely that the City and proposer could reach an agreement on a budget and scope of work for any project amount exceeding \$80,000.
- 2) Any cuts to project budgets to lower project cost to \$80,000 would result in scope of work not being achieved. It is in the public interest to achieve this scope of work.
- 3) There is a compelling public interest in accessing the best services for a reasonable cost. Increasing the project cost to \$80,000 is more than a 50% budget increase, anything beyond this is patently unachievable for the City.