
ADDENDUM NO. 1

TO THE PROSPECTIVE PROPOSERS UNDER RFP NO. 9012

ON-CALL MEETING FACILITATION AND STRATEGIC COUNSELING SUPPORT SERVICES

**SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT
SACRAMENTO AREA SEWER DISTRICT**

POLICY AND PLANNING

The changes are amended in the RFP No. 9012 as follows:

Item No. 1

Section VI.B is hereby replaced with the following language:

Provide the following information detailing five (5) examples of projects (projects similar/relevant to the scope of services noted in this RFP) that your firm has completed within the last seven (7) years:

- A brief description of the project
- The dates during which the work was performed,
- Key staff involved in the effort,
- Your firm's role in the effort, and
- The name, title, and phone number of the agency contact person.

Restrictions: 5 pages maximum

Item No. 2

Section VI.D

The requested team member résumé documentation is excluded from the maximum page restriction on proposal pages to submit.

Item No. 3

Section VI.K

Due to the nature of the services being on-call, the Districts are only requesting billable hourly rates at this time. Once a contract is executed with the highest ranked firm, and following a request for services, consultant will prepare a written proposal. The proposals shall be reviewed and approved by the Districts' Project Manager.

The proposal and cost estimated must be approved, in writing, by the Districts' Project Manager, and accepted by the consultant before any work may begin. The authorization must identify the task or services to be performed, include an estimated schedule for its completion, describe the work products/deliverables to be provided and the compensation to be paid (including staff hours and Other Direct Costs (ODC)). The consultant shall not begin work until such written authorization is received.

Thank you,

**Mike Meyer
Senior Civil Engineer
Sacramento Regional County Sanitation District**