



City of Arts & Innovation

RFP No. 2271

**PHASE 2 GENERAL PLAN UPDATE -
GENERAL PLAN, SPECIFIC PLANS, ZONING CODE AND ENVIRONMENTAL
IMPACT REPORT**

AND

**CLIMATE ACTION AND ADAPTATION PLAN AND ENVIRONMENTAL IMPACT
REPORT**

Addendum No. 2

06/20/2023

***** ACKNOWLEDGEMENT OF THIS ADDENDUM IS REQUIRED *****

Please acknowledge all addenda electronically via the City's electronic bidding website as part of your proposal before the deadline. Failure to acknowledge an addendum will immediately cause your proposal to be deemed non-responsive. Unless otherwise stated, all other items in this Request for Proposals remain unchanged.

This Addendum contains the following: Modifications to Proposal Format and Content and TASK 10.

Currently reads as follows:

1. On Page 11 (pdf 14), Section 10.0 Proposal Format and Content:

10.0 Proposal Format and Content

Proposals shall be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Responses shall emphasize the Consultant's demonstrated capability to perform work of this type. Emphasis should be concentrated on completeness and clarity of content. Multimedia enhancements (graphics, video, etc.) demonstrating the creative and innovative qualities of the proposal are accepted and encouraged.

Proposals shall adhere to the following format for organization and content. Proposals must be typed and arranged/divided in the following sequence to facilitate evaluation:

- Cover Letter (2 pages)

- Scope of Services and Deliverables (Up to 15 pages for Phase 2 GP and 15 pages for the CAAP Total of 30 combined pages for the Phase 2 GP and CAAP Scopes [Exhibits A and B], plus unlimited pages exclusively for Task 3 – Community Outreach and Engagement [Exhibit C])
- Staffing Plans (Up to 5 pages for the Phase 2 GP and 5 pages for the CAAP – not including resumes or other materials to satisfy prerequisites/firm qualifications)
- Schedule and Gantt Chart (no limit – separate schedules shall be provided for the Phase 2 GP and the CAAP, plus a third summarizing the integration of the two projects highlighting key areas of project overlap)
- Cost Proposal (separate document) (no limit – separate cost proposals shall be provided for the Phase 2 GP and the CAAP and a summary of the overall project cost)

A description of each of the five required sections is provided below. Instructions for the Staffing, Schedule, and Cost Proposal are attached as Exhibits D, E and F.

2. *On Page 14 (pdf 17):*

The City will not consider a Time and Materials-based proposal. Proposers submitting a Time and Materials-based proposal will be considered non-responsive. The City of Riverside will pay the Consultant based on each deliverable so the cost proposal must be clear on the cost of each. The Consultant and all Sub-consultants will be subject to this requirement. Typically, the City payment breakdown includes 80% of the total cost paid for an acceptable DRAFT deliverable with the final 20% paid for an acceptable FINAL deliverable; however, these proportions are negotiable. This will not apply to administrative type tasks (meetings with staff, community meetings, etc.). The City reserves the right to reject any DRAFT or FINAL deliverable.

3. *On Page 57 (pdf 60), Exhibit F Cost Proposal:*

Payment for each deliverable will be split based 1) draft deliverable and 2) final document acceptance. The City will provide ~~70~~80% payment for services for draft deliverables once accepted and ~~30~~20% when the final document is delivered (draft-final split may be negotiated for individual deliverables).

4. *On Page 48 (pdf 51), Exhibit B Scope of Services – Climate Action and Adaptation Plan and PEIR:*

TASK 10: ~~IMPLEMENTATION PLAN AND TOOLS~~

~~10.1. Objectives:~~

~~A. Create a CAAP Action Plan that provides a usable, actionable plan that establishes clear priorities and assigns responsibilities for next steps.~~

~~B. Establish methods to measure the CAAP's effectiveness and track progress on CAAP's implementation.~~

~~C. Build flexibility into the implementation plan that allows the City to adapt to changing policy priorities, technologies, and emergent situations to the extent possible.~~

~~10.2. Key Work Elements:~~

~~A. Describe general tools for implementing the CAAP (CIP, budget, etc.).~~

~~B. Develop monitoring and reporting systems for the CAAP.~~

~~C. Prioritize actions and identify agencies/departments responsible for implementation.~~

~~D. Prepare an Implementation Plan.~~

~~10.3. Description:~~

~~TASK 1: This Task will result in the creation of a stand-alone document that can be periodically updated without requiring an amendment to the CAAP. The document will facilitate CAAP implementation by identifying~~

~~priorities, responsible parties, and potential funding sources. The document would also provide a foundation for future progress reports and periodic updates.~~ Deleted

Will now read as follows:

1. *On Page 11 (pdf 14), Section 10.0 Proposal Format and Content:*

10.0 Proposal Format and Content

Proposals shall be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Responses shall emphasize the Consultant's demonstrated capability to perform work of this type. Emphasis should be concentrated on completeness and clarity of content. Multimedia enhancements (graphics, video, etc.) demonstrating the creative and innovative qualities of the proposal are accepted and encouraged.

Proposals shall adhere to the following format for organization and content. Proposals must be typed and arranged/divided in the following sequence to facilitate evaluation:

- Cover Letter (2 pages)
- Scope of Services and Deliverables (Total of 30 combined pages for the Phase 2 GP and CAAP Scopes [Exhibits A and B], plus unlimited pages exclusively for Task 3 – Community Outreach and Engagement [Exhibit C])
- Staffing Plans (Up to 5 pages for the Phase 2 GP and 5 pages for the CAAP – not including resumes or other materials to satisfy prerequisites/firm qualifications)
- Schedule and Gantt Chart (no limit – separate schedules shall be provided for the Phase 2 GP and the CAAP, plus a third summarizing the integration of the two projects highlighting key areas of project overlap)
- Cost Proposal (separate document) (no limit – separate cost proposals shall be provided for the Phase 2 GP and the CAAP and a summary of the overall project cost)

A description of each of the five required sections is provided below. Instructions for the Staffing, Schedule, and Cost Proposal are attached as Exhibits D, E and F.

2. *On Page 14 (pdf 17):*

The City will not consider a Time and Materials-based proposal. Proposers submitting a Time and Materials-based proposal will be considered non-responsive. The City of Riverside will pay the Consultant based on each deliverable so the cost proposal must be clear on the cost of each. The Consultant and all Sub-consultants will be subject to this requirement. Typically, the City payment breakdown includes 80% of the total cost paid for an acceptable DRAFT deliverable with the final 20% paid for an acceptable FINAL deliverable; however, these proportions are negotiable. This will not apply to administrative type tasks (meetings with staff, community meetings, etc.). The City reserves the right to reject any DRAFT or FINAL deliverable.

3. *On Page 57 (pdf 60), Exhibit F Cost Proposal:*

Payment for each deliverable will be split based 1) draft deliverable and 2) final document acceptance. The City will provide 80% payment for services for draft deliverables once accepted and 20% when the final document is delivered (draft-final split may be negotiated for individual deliverables).

4. *On Page 48 (pdf 51), Exhibit B Scope of Services – Climate Action and Adaptation Plan and PEIR:*

TASK 10: Deleted