

**REQUEST FOR PROPOSALS (RFP)
EQUITY ASSESSMENT, COMMERCIAL CANNABIS PROGRAM
FOR THE CITY OF STOCKTON, CALIFORNIA
(PUR 20-026)**

ADDENDUM No.2

DATE: 10/22/20

To All Potential Bidders:

A. This Addendum shall be considered part of the proposal documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original bid documents, this Amendment shall govern and take precedence. PROPONENTS MUST SIGN THE ADDENDUM AND SUBMIT IT WITH THEIR PROPOSALS.

B. Proponents are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each proponent's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

PLEASE NOTE THE FOLLOWING CHANGES TO EQUITY ASSESSMENT, COMMERCIAL CANNABIS PROGRAM FOR THE CITY OF STOCKTON, CALIFORNIA (PUR 20-026)

1. What is meant to be included in the Statement of Personal History?

The Statement of Personal History is a brief history of the firm and all personnel potentially to be involved in the project.

2. Is the Statement of Personal History required?

Yes.

3. Section 3.0.13 of the RFP states that "The original proposal must have wet ink signatures." Is this still a requirement, given the addendum requiring email submission?

No, electronic signatures are acceptable.

4. RFP Section 3.0.2 Minimum Experience Qualifications Summary reads, "Please include, in two pages or less, a brief overview of the Consultant assuming contract responsibilities. All proposed sub-consultants must be identified." The first sub-header under this section, 3.0.2.1 Individual Qualifications and Experience, asks that respondents: "Provide up to three examples of recent public agency projects completed (or ongoing) by the proposed project team (include all staff members and sub-consultants)." Do these project examples fall within the two-page limit?

Yes, the project examples fall within the two-page limit.

5. In reference to 3.0.2.1, "(include all staff members and sub-consultants): Does this mean that each of the three project descriptions should list every member of that project's team, or that every proposed staff member for this engagement must have worked on at least one of the 3 prior projects described?

Please indicate each proposed team member's role on the three completed projects. If a proposed team member did not participate on one of the projects, please indicate as such. Not all proposed team members are required

to have worked on the three previous projects.

- 5. Section 3.1 Evaluation Procedure and Criteria includes the following: "Proponent's Fee Schedule: completed and signed (under separate sealed cover)." Is there a Fee Schedule form that must be completed and signed? (one has not been provided) Also, should the Fee Schedule be submitted as a separate PDF?

No, the City did not provide a Fee Schedule Form. Each proponent is expected to create and submit their own Fee Schedule. The Fee Schedule should be submitted as a separate PDF attachment to the submission email.

- 6. In the sections that discuss Contract Bonds and Proposal Security it says N/A and I just wanted to ensure that this means that this is not required for this RFP.

That is correct.

- 7. The document states that proponents need to submit everything by email. Do proponents still need to submit one original and 4 copies by email.

Proponents do not need to submit hard copies. Please refer to Addendum #1 for electronic submission guidelines.

- 8. Is a City of Stockton business license required for this RFP?

A business license is not required to submit a response to the RFP. However, a business license will be required for any resultant contract.

- 9. Is there a not-to-exceed budget amount available?

The City has not established a not-to-exceed budget.

BIDDER MUST ACKNOWLEDGE THIS AMENDMENT BY SIGNING BELOW AND ATTACHING THE SIGNED AMENDMENT TO THE BID FORM:

Company Name _____

Contact Person _____

Signature _____

Date _____

Proposals Due – Promptly by 2:00 P.M., Thursday, October 29, 2020, to city.clerk@stocktonca.gov.

-----City of Stockton Use Only below this line-----

Addendum acknowledged and signed? _____ (Procurement Specialist's initials)