

**REQUEST FOR PROPOSALS (RFP)
ECONOMIC DEVELOPMENT STRATEGIC ACTION PLAN FOR
THE CITY OF STOCKTON, CALIFORNIA (PUR 21-001)**

ADDENDUM No. 1

DATE: 3/4/21

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 REQUEST FOR PROPOSALS (RFP)
ECONOMIC DEVELOPMENT STRATEGIC ACTION PLAN FOR THE CITY OF STOCKTON,
CALIFORNIA (PUR 21-001)**

1. Can you share the budget range that has been established for this project?

Budget has not yet been determined but this project is estimated to cost \$80,000-\$120,000. Budgeted information is for informational purposes only and should not impact the thoroughness of the proponent's fee schedule.

2. If a company is new, what does the City need to see from a financial perspective in order to be comfortable working with a new company?

Per Section 3.0.5, "the proponent must be able to demonstrate a good record of performing and have sufficient financial resources to ensure that they can satisfactorily provide the services required."

All companies doing business with the City of Stockton are required to have a Stockton Business License.

3. If a company does not have past work examples and references for this type of work, but the founders, partners and employees do have relevant experience, would examples of past work and references, from individuals rather than the company, qualify? Will this reduce the likelihood of winning this contract?

Please submit all relevant experience for the City's review. The City will review all proposals for sufficient qualifications.

4. Has a plan like this been prepared by or for the City of Stockton in the past? If so, who prepared it? When was it most recently prepared? Can it be made available for review?

A 5-year [Economic Development Strategic Plan](#) (EDSP) was created in 2015. Natelson Dale prepared the EDSP.

5. Sections 1.25 and 1.26 refer to a proposal security bond/cashiers checks and contract bonds in the amount of "N/A". Please confirm this means that no Proposal Security checks or Contract Bonds are required to accompany the proposal documents.

Confirmed this section is N/A

6. Page 31 of the RFP shows an example statement of work. Would you like to see that type of statement of work in the proposal or is it put together collaboratively during the contracting phase?

Exhibit A – Statement of Work is part of the City's standard agreement; if sections are applicable, the selected firm's scope of work will be required to include within the Statement of Work.

7. If we opt to submit the proposal electronically, does a scan of the notarized version of the Non-Collusion Affidavit form and other forms requiring signature suffice?

Yes

8. Can companies from Outside USA can apply for this (like, from India or Canada)?

Yes. However, a foreign corporation, LLC, LP, LLP, etc. must be eligible to do business in the State of California. Please contact the California Secretary of State's office regarding eligibility prior to submitting a proposal. Below is a link to the California Secretary of State's website and a link to FAQs addressing the formation, registration, and licensing of foreign business entities in California. These links are being provided for convenience only and should not be considered a comprehensive list of requirements for foreign business entities.

<https://www.sos.ca.gov>

<https://www.sos.ca.gov/business-programs/business-entities/faqs>

Although we do not have limitations for submissions; it is strongly encouraged that the firm has done relevant work for familiarity.

9. Do we need to come to the City of Stockton for meetings?

Yes, it is imperative that the selected firm be engaged in the development process.

10. Can we perform the tasks (related to RFP) outside USA (like, from India or Canada)?

The City would prefer the selected firm be available and engaged during the development process.

11. Can we submit the proposals via email?

Proponents may submit proposals electronically to city.clerk@stocktonca.gov.

12. The RFP states "Please no more than 10 typed pages; we will allow up to 5 additional pages for illustrations, diagrams, and photographs." Can you please specify which sections of a proposer's response are included in the 10 page limit:

3.1 Cover Letter

3.2 Minimum Experience Qualifications Summary and Resumés

- 3.3 Management/Method of Operation
- 3.4 References
- 3.5 Financial statement
- 3.6 Corp structure, organization

Financial Statements may be excluded from the 10-page maximum for written proposals. All other categories listed above must be no more than 10 pages combined.

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, March 25, 2021, at the City Clerk’s Office or electronically to city.clerk@stocktonca.gov.

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

Addendum acknowledged and signed? _____ (Procurement Specialist’s initial)