

**City of Auburn WA Departments of Administration - Economic Development Division &
Community Development & Public Works**

ADDENDUM NO. 2

Date 06/12/15

REQUEST FOR PROPOSAL (RFP 2015-1001)

Ten (10) Year Economic Development Strategic Plan

Bid Deadline and Delivery Date: June, 22nd 2015 5PM local time

The following revisions, additions, and/or deletions are hereby made a part of the above-named Request for Proposal.

SUMMARY OF REQUEST FOR PROPOSAL (RFP) 2015-1001

Page 3, paragraph 2, Changed to the following:

Sealed Proposals will be received at the City of Auburn City Hall, 25 West Main Street, Auburn, WA 98001 until 22nd, June, 2015, 5:00 PM PST. Proposals shall be delivered and addressed to, City of Auburn, Washington, Attn: City's Clerk's Office, 25 West Main Street, Auburn, WA 98001 and shall be labeled "SEALED PROPOSAL FOR CITY OF AUBURN TEN (10) YEAR ECONOMIC DEVELOPMENT STRATEGIC PLAN - RFP # 2015-1001". **Electronic bid must be submitted no later than 5:00 PM on June 22nd. If sending bid electronically, please forward to Dani Daskam ddaskam@auburnwa.gov and write in the subject line City of Auburn RFP 2015-1001 bid.** ~~No information submitted by facsimile or electronic mail will be accepted unless otherwise requested by the City during the proposal review process.~~ Proposals received after 5:00 PM on June 22nd, 2015 will not be accepted with no exceptions. When submitting bid electronically a hard copy submittal in accordance with the requirements within the paragraph DEADLINE and DELIVERY on page 5 must be received with a post mark of no later then June 22nd, 2015.

Page 3, paragraph 3, Changed to the following:

Any Proposer who wishes his/her proposal to be considered is responsible for making certain that his proposal is received in the City by the proper time. ~~No oral, telegraphic, electronic, facsimile, or telephonic Proposals or modifications will be considered unless specified.~~ Proposals received after the scheduled Proposal Submittal Deadline will be returned unopened. It is the responsibility of the Proposer to see that any proposal submitted shall have sufficient time to be received by the City before the Proposal Submittal Deadline. Late Proposals will be returned to the Proposer unopened.

Page 4, paragraph 2, VOLUNTARY PRE-PROPOSAL CONFERENCE changed to the following:

A voluntary pre-proposal conference is scheduled for June 17th at 1:00 PM **PST** at the City of Auburn City Hall 25 West Main St, Auburn, WA 98001. Attendance at the pre-proposal conference is encouraged. This information session presents an opportunity for the Proposers to clarify any concerns regarding the proposal requirements and visit the site location. Although the pre-proposal conference is optional, no modification or any changes will be allowed because of the failure of the Proposer to have visited the site or attend the conference or carefully review all available information.

Proposers may take part by phone if they so choose, the call in details are as follows; USA Toll-Free # 877-810-9415 Access Code: 6997876.

For additional information, contact Douglas Lein, Manager, Economic Development Division, 253 804-3101, dlein@auburnwa.gov. Please note that any inquiries for additional information or clarification will be provided to all other interested parties via posting on the City's web site page for Requests for Proposals.

Page 5, paragraph 3, DEADLINE AND DELIVERY changed to the following:

Proposers must submit one (1) identified original copy, ten (10) copies of the proposal and one (1) electronic copy of the proposal including any attachments.

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Electronic bid must be submitted no later than 5:00 PM on June 22nd. If sending bid electronically, please forward to Dani Daskam ddaskam@auburnwa.gov and write in the subject line City of Auburn RFP 2015-1001 bid. Proposals received after 5:00 PM on June 22nd, 2015 will not be accepted with no exceptions. When submitting bid electronically a hard copy submittal in accordance with the requirements within the paragraph DEADLINE and DELIVERY on page 5 must be received with a post mark of no later then June 22nd, 2015.

No information submitted by facsimile or electronic mail will be accepted unless otherwise requested by the City during the proposal review process. Proposals received after 5 PM on June 22nd, 2015 will not be accepted.

Page 17, paragraph 3, Insurance changed to the following:

The Consultant shall procure and maintain, for the duration of any executed Agreement, insurance as specified by the City Attorney's Office and the City's Risk Manager against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, his/her agents, representatives, employees, or subcontractors. The cost of such insurance shall be paid by the Consultant. Insurance shall meet or exceed the following unless otherwise approved by the City Attorney and the City's Risk Manager: **Subcontractors coverage will be the Consultant's responsibility to oversee as the City will only require the Consultant to procure and maintain.**

Questions regarding this Request for Proposal may be directed to the following person:

City of Auburn
Douglas Lein
Manager, Economic Development Division
25 West Main St
Auburn, WA 98001
253 804-3101
dlein@auburnwa.gov
www.auburnwa.gov