



**ADDENDUM NO. 1  
ALAMEDA CTC RFP NO. R19-0005  
ON-CALL MEDIA AND PUBLIC RELATIONS SERVICES**

April 1, 2019

Request for Proposals (RFP) No. R19-0005 is modified as set forth in this Addendum No. 1. The original RFP remains in full force and effect, except as modified by this Addendum, which is hereby made part thereof and subject to all applicable requirements hereunder as if originally shown and/or specified. Proposers shall take this Addendum into consideration when preparing and submitting proposals.

**Approved for issuance:**

*For*   
**Tess Lengyel**  
**Deputy Executive Director of Planning and Policy**

The RFP is hereby revised per the following:

1. **RFP Table 3 (Required Forms and Certifications) shall be deleted in its entirety and replaced by the enclosed Attachment A of this Addendum No. 1.**
2. **RFP Appendix C (Required Forms Incorporated by Reference) shall be deleted in its entirety and replaced by the following:**

**C. REQUIRED FORMS INCORPORATED BY REFERENCE**

The following forms are required unless noted otherwise, incorporated herein as if attached, and available at <http://www.alamedactc.org/get-involved/contracting-forms>:

1. Exceptions to the Alameda CTC Sample Professional Services Contract Form (optional)
2. Levine Act Statement Form
3. Public Contract Code Statement Form
4. References Form

- ~~5. Cost Proposal Form B~~
- ~~6. Caltrans LAPM Exhibit 10-K (Annual Certification of Indirect Costs and Financial Management System)~~

The following form is required unless noted otherwise, incorporated herein as if attached, and available at <http://www.alamedactc.org/get-involved/contracting-opportunities>:

1. Cost Proposal Form for RFP No. R19-0005

3. **RFP Appendix D (Cost Proposal Requirements Certification) shall be deleted in its entirety and replaced by the enclosed Attachment B of this Addendum No. 1.**

**Attachment A – Required Forms and Certifications**

**TABLE 3: REQUIRED FORMS AND CERTIFICATIONS**

FORMS AND CERTIFICATIONS	SEPARATELY SEALED ENVELOPE	REQUIRED FOR PRIME CONSULTANT	REQUIRED FOR SUB-CONSULTANT
<a href="#">Section II.2.G</a> – References Form	–	✓	If Applicable
<a href="#">Appendix C</a> – Exceptions to the Alameda CTC Sample Professional Services Contract Form	–	Optional	–
<a href="#">Appendix C</a> – Levine Act Statement	–	✓	✓
<a href="#">Appendix C</a> – Public Contract Code	–	✓	✓
<a href="#">Appendix C</a> – Cost Proposal Form <i>for this RFP B</i> in its entirety: <i>Breakdown of Costs</i> <i>Expense Detail (Direct Expenses) Summary</i> <i>Prime Consultant and Subconsultant Contact Information</i>	✓	✓	✓ Include in Prime Consultant’s Cost Proposal Form <i>B</i> .
<del><a href="#">Appendix C</a> – Caltrans LAPM Exhibit 10-K (Annual Certification of Indirect Costs and Financial Management System)</del>	<del>✓</del>	<del>✓</del>	<del>✓</del>
<a href="#">Appendix D</a> – Cost Proposal Requirements Certification	–	✓	–
<a href="#">Appendix E</a> – Insurance Requirement Form	–	✓	✓
<a href="#">Appendix F</a> – Resources Form in its entirety: <ul style="list-style-type: none"> <li>• Key Staff Availability</li> <li>• Firm Participation Summary</li> <li>• Task Resource Summary</li> <li>• Alameda CTC Contracts Summary</li> <li>• Potential Conflicts of Interest</li> </ul>	–	✓	✓ Include in Prime Consultant’s Resources Form.

**Attachment B – Cost Proposal Requirements Certification**

**D. COST PROPOSAL REQUIREMENTS CERTIFICATION**

IF PROPOSER IS UNABLE TO PROVIDE THE DOCUMENTS LISTED BELOW, PROPOSER SHOULD NOT SUBMIT A PROPOSAL TO ALAMEDA CTC.

1. Cost Proposal Form ~~for this RFP~~ (see [Appendix C](#)) for prime consultant and all subconsultants, completed in its entirety, at a minimum, as applicable.
- ~~2. Caltrans LAPM Exhibit 10-K (Annual Certification of Indirect Costs and Financial Management System; see [Appendix C](#)) for prime consultant and all subconsultants. The most recent Fiscal Year End (FYE) Indirect Cost Rate (ICR) must be submitted; e.g., the 2018 FYE ICR must be submitted unless only the 2017 FYE ICR is available.~~
- ~~3.2.~~ List of all subconsultants and/or vendors with contact information, including: (a) firm name; (b) contact name, title; (c) mailing address; (d) telephone number; and (e) email address.

All forms and documents are available at or from the RFP Web Page identified in the cover letter of this RFP and are incorporated herein as if attached.

PLEASE CERTIFY THAT THE COST PROPOSAL ATTACHMENT COMPLIES WITH THE REQUIREMENTS LISTED ABOVE BY PROVIDING THE PROPOSER'S AUTHORIZED SIGNATURE BELOW:

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AUTHORIZED SIGNATURE

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DATE

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NAME AND TITLE

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COMPANY NAME

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COMPANY ADDRESS