



**ADDENDUM NO. 1
ALAMEDA CTC RFP NO. R23-0010
MUNICIPAL ADVISORY SERVICES**

February 22, 2023

Request for Proposals (RFP) No. R23-0010 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.

The RFP is hereby revised per the following:

- 1. RFP Cover Letter, Paragraphs 4-9 shall be deleted in its entirety and replaced by the following, as shown in tracked changes:**

~~A pre-proposal meeting will not be held. The Optional Online Pre-Proposal Meeting is scheduled for Friday, February 24, 2023, at 1:30 p.m. Pacific Time (PT); use the below RFP Registration Form to register and the Pre-Proposal Meeting Link to attend.~~

Proposals are due on Wednesday, March 22, 2023, at 3:00 p.m. PT.

RFP Web Page: www.alamedactc.org/contracting-opportunities

RFP Registration Form: <https://forms.gle/ZmkVp2zbo8SbPxTf6>

~~Pre-Proposal Meeting Link:~~

~~<https://us06web.zoom.us/j/89915765555?pwd=Ukd5WjcwNWFlkSTdRaHhBhd09HMmlWdz09>~~

Reference Questionnaire: <https://forms.gle/CiUFVHuZ7phZWSbg6>

- 2. RFP Sections II.1.E (Pre-Proposal Meeting) and II.1.F (Addenda/Clarifications) shall be deleted in their entirety and replaced by the following, as shown in tracked changes:**

E. ~~Pre-Proposal Meeting (None) (Optional)~~

~~A pre-proposal meeting will not be held for this RFP. An optional, but recommended, pre-proposal meeting will be held online as indicated in Table 1 (RFP Schedule).~~

~~Prospective proposers do not have to participate in this pre-proposal meeting in order to submit a proposal to this RFP; however, participation by potential proposers and subconsultants is highly recommended and strongly encouraged.~~

~~Consultants planning to participate are requested to register for the pre-proposal meeting using the RFP Registration Form identified in the cover letter of this RFP by 5:00 p.m. the day prior to the~~

~~pre-proposal meeting. Participants may join the pre-proposal meeting using the Pre-Proposal Meeting Link identified in the cover letter of this RFP.~~

F. Addenda/Clarifications

It is the proposer’s responsibility to check for and review all addenda issued and posted by Alameda CTC on the RFP Web Page identified in the cover letter of this RFP. Proposers may sign up for email notifications of important updates about this RFP, ~~as well as register for the pre-proposal meeting,~~ using the RFP Registration Form identified in the cover letter of this RFP.

Explanations or clarifications desired by potential proposers regarding the meaning or interpretation of the RFP may be requested by the questions submission deadline, in writing via email to the Sole Point of Contact (as identified in Section II.1.D) with subject line “Questions – Alameda CTC RFP No. R23-0010” Responses to questions submitted by the deadline that may have a material impact on the proposal will be posted on the RFP Web Page identified in the cover letter of this RFP, as well as provided to firms registered to receive email notifications of important updates about this RFP.

3. **Table 1 (RFP Schedule) under RFP Section II.1.G shall be deleted in its entirety and replaced by the following, as shown in tracked changes:**

TABLE 1: RFP SCHEDULE

ACTIVITY	DATE/TIME
RFP issued.	February 14, 2023
Optional Pre-Proposal Meeting held online. By 5:00 p.m. the day before the meeting, please register using the RFP Registration Form and join using the Pre-Proposal Meeting Link, both identified in the cover letter of this RFP.	February 24, 2023 4:30 p.m.
Deadline for proposers to submit questions. All questions must be directed by email to the Sole Point of Contact.	March 1, 2023 3:00 p.m.
Final Addendum issued, if necessary. Proposers may sign up for RFP email notifications using the RFP Registration Form identified in the cover letter of this RFP.	March 15, 2023
Due Date for Proposals and Reference Questionnaires. LATE SUBMISSIONS WILL NOT BE ACCEPTED. References shall submit the web-based Reference Questionnaire (identified in the cover letter of this RFP) by or before this deadline.	March 22, 2023 3:00 p.m.
Anticipated Proposal Review. Selection Review Panel evaluates proposals and develops short list of firms to interview, if necessary.	April 27, 2023
Interviews, if necessary.	May 10, 2023
Anticipated Final Evaluation and Determination of Top-Ranked Firm.	May 12, 2023
Anticipated Contract Commencement.	July 1, 2023

Approved for issuance:



Patricia Reavey
Deputy Executive Director of Finance and Administration