



BUTTE COUNTY, CALIFORNIA

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ADDENDUM #1  
to the  
REQUEST FOR PROPOSALS  
FOR  
Americans with Disabilities Act  
Self-Evaluation and Transition Plan

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**September 30, 2024**

City of Gridley  
Public Works  
685 Kentucky St  
Gridley, CA

## Attachment I – Addendum #1

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The following addendum and attachments shall be made part of the Contract Documents, and the bidder shall acknowledge receipt thereof on the Form as Attachment 1 and return this package signed with the Proposal Forms.

### ADDENDUM SECTION 1 – Request for Proposal

1. Section 6 was updated to read “Proposals must be received by 3:00 PM on October 24, 2024...”
2. Section 10 was updated to read “Any questions regarding the RFP shall be submitted before 5 PM on October 17, 2024...”

### END OF ADDENDUM #1

Thank you in advance for your Proposal.



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Dave Harden, PE  
City Engineer

**I acknowledge receipt of this addendum and all attachments by including a signed copy of this addendum with the proposal. Failure to do so may subject Proposer to disqualification.**

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Proposer's Signature

Date

## 6 Submission of the Proposal

Proposers shall submit their proposals in a sealed envelope or email containing the proposal to the following address:

If submitting a hard copy:

City Hall  
685 Kentucky St  
Gridley, CA 95948

Proposal for Americans with Disabilities Act Self-Evaluation and Transition Plan  
Attn: Dave Harden, PE

If submitting via email the subject line should read:

'Proposal for ADA Self Evaluation and Transition Plan – Proposal

CC: Dave Harden, PE (dharden@ben-en.com) , Ali Holladay (aholladay@ben-en.com)

PROPOSALS MUST BE RECEIVED BY **3:00 P.M. on October 24, 2024** at the aforementioned location or via email. Proposals received after this time or at any other location will not be accepted.

## 7 Selection Process

After the review of proposals, the City may invite some or all proposers to present their qualifications and proposed approach or may decide to select one proposer without conducting interviews and enter into contract negotiations directly. Proposer interviews, if necessary, are anticipated to be conducted according to the schedule provided in Section 8. Details of the interview process will be provided along with the invitation to present.

The final selection will be based upon the following criteria:

- The proposer’s demonstrated understanding of the proposed scope, and its approach to successfully complete the project. (20%)
- The proposer’s specific experience with ADA Self-Evaluations and Transition Plans. (40%)
- The quality and experience of the Project Manager and any key staff involved on the project. (20%)
- The proposed budget and fee schedule (15%)
- The proposer’s ability to meet the City’s standard contract requirements. (5%)

The City will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, age, disability, or national origin in the contract award. The City reserves the right to cancel the RFP or to reject any and all responses and/or submittals, or parts thereof, and to waive any technicalities or minor informalities if it determines, in its sole discretion, that such cancellation or rejection is in the best interest of the City.

## 8 Selection Timeline

The City has designated the following activities and dates as key to the project schedule. Proposers are encouraged to assist the City in adhering to this timeline. The City reserves the right to change the schedule at its own discretion.

Anticipated Schedule for Selection		
Issuance of Request for Proposals		September 13, 2024
Deadline to submit Proposals	3:00 P.M.	October 24, 2024
Interviews (if deemed required)		November 11-15, 2024
Contract Award (Anticipated)		December 2, 2024

## 9 Agreement

The selected firm will be required to execute an Agreement for Professional Services (Agreement) for the project on the City's form is made part of this Request for Proposal as Appendix C. All proposers are directed particularly to review all Indemnification, Hold Harmless and Insurance requirements set forth in this Agreement. Any requested changes to the City's Agreement must be submitted with the proposal and will be evaluated as part of the proposal. Changes to the Agreement may render the proposal non-responsive.

## 10 Documents and Questions

The RFP is available electronically as a free download from CIPList.com or the City website. Proposers are solely responsible for determining if any addenda have been issued. Any questions regarding the RFP **shall** be submitted **before 5 PM on October 17, 2024** and directed to:

Ali Holladay Public Works Department

916-216-4918

aholladay@ben-en.com

[Cc: Dave Harden \(dharden@ben-en.com\)](mailto:dharden@ben-en.com)

## 11 Attachments

Appendix A: Scope of Services

Appendix B: List of City Facilities

Appendix C: Sample Service Provider Agreement