



PROJECT NAME: **Request for Proposal for Construction Management Services**

SHEET 1 OF 1 SHEET

PROJECT NO. **CIP 1188**

The following are changes to the Request for Proposals for Construction Management Services for the City of Newark, CA.

A. Addition of section ten (10) Proposal Format.

10. PROPOSAL FORMAT

Each proposal shall include the following information.

- a. Cover Letter: A cover letter signed by an officer of the firm authorized to execute a contract with the City. The letter should include a summary of your firm's qualifications, general information about the firm, location of office, and years in business. This letter needs to demonstrate the consultant's understanding of the project and why it believes its firm is most qualified to be selected.
- b. Key Staff: Identify key staff and include a description of their abilities, qualifications and experience. Attach resumes of key staff that would be assigned to this project and describe their role. Include the average hours each staff position will be performing services for each five day work week.
- c. Project Experience/References: Consultant shall provide a list of references for the firm, including the names, addresses and telephone numbers of recent clients, preferably other public agencies for which Consultant has done similar work. Include a list of specific projects associated with each reference; date work was performed and key personnel involved.
- d. Fee: The proposal shall include a full description of all fees to provide the services outlined in the Scope of Work.

B. The submittal deadline has been extended.

Proposals may be submitted in person at the Public Works Department, or by mail, but must be received by **3:00 p.m. on Thursday, November 8, 2018.**

Please indicate receipt of this addendum by responding to e-mail this form was attached to.

Addendum issued by;



Ray Collier, Project Manager

10-9-18
Date