



City of Tacoma

City of Tacoma Utility Technology Services

ADDENDUM NO. 2

DATE: September 10, 2024

**REVISIONS TO:
Request for Proposals Specification No. PI24-0183F
On-Call Technology Services**

NOTICE TO ALL PROPOSERS:

This addendum is issued to clarify, revise, add to or delete from, the original specification documents for the above project. This addendum, as integrated with the original specification documents, shall form the specification documents. The noted revisions shall take precedence over previously issued specification documents and shall become part of this contract.

REVISIONS TO THE SUBMITTAL DEADLINE:

The submittal deadline remains the same as stated in Addendum No. 1.

REVISIONS TO THE SPECIFICATIONS:

Section 5 – Anticipated Calendar of Events – Is replaced with the below calendar:

Publish and issue RFP:	8/7/2024
Pre-Submittal Questions:	8/16/2024
Response to Questions:	9/3/2024
Submittal Due Date:	9/10/2024
Submittals Evaluated:	9/24/2024
Interviews/presentations, on or about:	Interviews are not anticipated
Award Recommendation, on or about:	10/1/2024
Public Utility Board Approval*:	10/23/2024

Section 9 – Evaluation Requirements – The scoring criteria is updated with the below:

Criteria	Max Points
Qualifications/Experience of Firm	25
Examples of Projects	15
Reporting Capabilities	5
Client References	10
Fees and Charges / Method of Billing / Hourly Rates	10
Qualifications / Experience of Key Personnel	25
Sustainability	5
Equity in Contracting	5
Credit Card Acceptance	0
Total	100



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Proposals scoring less than 70 points will not be considered for interviews or award.

Section 10 – Content to Be Submitted – This guidance is updated with the following language:

Resumes/Bios are exempted from the total page count. Bios/resumes should be sufficient to show qualifications. Extensive documents are not desired. If they cannot fit within your narrative, please include as an appendix to your proposal.

10.5 Fees and Charges / Method of Billing / Hourly Rates – This scoring criteria is replaced by the following language:

Please propose your customary range of rates and positions/titles related to each work area you intend to propose in accordance with the specification. All rates should be expressed as fully burdened rates.

Rates will be used to assess price reasonable-ness. Pricing on individual Task Orders will be negotiated at the Task Order level and may be compensated on a Time & Materials, Firm Fixed Price, or other compensation plan as agreed.

Describe your company's ability to comply with Section 4 of Appendix D.

Section 10.6 - Qualifications / Experience of Key Personnel – This scoring criteria is replaced by the following language:

Proposers should submit short bio/resumes that are sufficient to demonstrate expertise in the work-area(s) you are proposing. Extensive resumes are not required or desired.

Resumes will be used in award evaluation, but key personnel assigned to each Task Order may vary from those submitted with the proposal. Key personnel will be finalized on a Task Order basis post award.

NOTE: Acknowledge receipt of this addendum by initialing the corresponding space as indicated on the Signature Page in Appendix A. Vendors who have already submitted their bid/proposal may contact the Purchasing Division at 253-502-8468 and request return of their bid/proposal for acknowledgment and re-submittal. Or, a letter acknowledging receipt of this addendum may be submitted in an envelope marked Request for Proposal Specification No. PI24-0183F Addendum No. 2. The City reserves the right to reject any and all bids, including, in certain circumstances, for failure to appropriately acknowledge this addendum.

cc: Andrea Berry, Utility Technology Services