



REQUEST FOR QUALIFICATIONS

~~(RFQ)~~

REQUEST FOR PROPOSAL

(RFP)

OGDEN CITY CORPORATION

**Consulting Services for Oversight and Compliance in Connection with the American
Rescue Plan Act of 2021 and Other Related Grant Funds**



Prepared by Lisa Stout

Management Services / Comptroller

January 20, 2022

**REQUEST FOR PROPOSAL
ADDENDUM 1**

January 20, 2022

**Consulting Services for Oversight and Compliance in Connection with the American
Rescue Act of 2021 and Other Related Grant Funds**

This addendum is issued to modify the previously issued Request for Qualifications document and is hereby made part of the solicitation document. The **evaluation process** is being revised to include the cost proposal as a factor for Ogden City's contract award determination. The City is under no obligation to enter into a contract for these services as a result of the issuance of this RFP. Any firm selected pursuant to this RFP may be terminated at any time, in the sole discretion of the City, upon delivery of written notice of such termination to the selected firm.

I. EVALUATION OF SUBMITTALS

Proposals will be evaluated in accordance with the criteria below:

- A. Responsiveness – 25%
 - Provide all information required by the RFQ
- B. Firm & Individual Experience – 25%
 - Provide firm and individual / personnel experience and qualifications
- C. Cost Proposal – 25%
 - Provide cost proposal or fee schedule for advisory services, communication services, project management services, and cost tracking, accounting, reporting, and auditing services
- D. References – 25%
 - Provide names of (3) clients who may be contacted regarding related work done in the last 5 years.

The selection committee will primarily be composed of City employees. On occasion, consultants may be invited to participate in the review.

Note that proposals that are received after the deadline or not conforming to the RFP requirements may be deemed non-responsive and eliminated. Each proposer bears sole responsibility for the items included or not included in the response submitted by that proposer.

All proposals in response to this RFP will be evaluated in a manner consistent with the Ogden City policies and procedures. Ogden City reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP.

In the initial phase of the evaluation process, the selection committee will review all responsive proposals in a cursory manner to eliminate from further consideration proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration.

At the conclusion of this initial phase, finalist proposals will be selected for detailed review and evaluation.

Ogden City may require an in-person presentation by a proposer to supplement their written proposal.

Being selected and entering into an agreement does not guarantee the offeror will be extended any specific amount of work.

II. EXTENSION OF DEADLINE

The deadline has been extended to **February 3, 2022; No later than 10 AM.**

Please follow previously provided submittal instructions.

III. SCOPE OF WORK

No Changes, Refer to Exhibit A

IV. REVISED SCORE CARD

Refer to Exhibit B

V. ADDENDUM ACKNOWLEDGEMENT

Refer to Exhibit C

VI. CONTACT INFORMATION

For any questions related to this RFP, please contact the Ogden City Purchasing Office via email purchasing@ogdencity.com or at (801) 629-8742.

The question-and-answer period ends at 3 PM on January 31, 2022.