



City of Tigard

FINANCE AND INFORMATION SERVICES

Request for Proposal

ADDENDUM #1

LABOR RELATIONS/EMPLOYMENT LAW, REAL ESTATE, PROSECUTOR, AND FRANCHISE LEGAL SERVICES

Proposals Due: ~~Tuesday, October 18, 2016~~ Thursday, November 3, 2016 – 2:00 pm

Addendum Issue Date: Monday, October 24, 2016

Submit Bids To: City of Tigard – Utility Billing Counter
Attn: Joe Barrett
13125 SW Hall Blvd.
Tigard, Oregon 97223

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The City has discovered additional needs it believes to be imperative to the **Labor Relations/Employment Legal Services** contract. As such, the City is hereby reopening and extending the RFP closing date, **for this service category only**, in order to ensure that submittals are in alignment with the City's needs. The following additional component of the work are now included and should be addressed in a proposal:

Retirement Plan Legal Expertise

- **Demonstrate** - Legal expertise in retirement plans (the City currently has 401A and 457 plans for general employees and PERS for sworn police officers)
- **Provide** – Guidance and legal direction related to the City's fiduciary responsibilities for these plans
- **Background** - The City is going to need to enact a significant overhaul in the management of these plans in the next 6 months, which is likely to include a full RFP for these plans. The City will have significant need of a labor/employment firm with some expertise in this area as it moves forward with this process and into the future for the City.

Proposer who previously submitted a response are not required to submit an entire new proposal, the City will accept a sealed appendix to an original response. If this is the case "Appendix to Original Submittal" should be marked on the additional submittal. Proposals, or appendix to the original submittal, must be marked and submitted no later than 2:00 pm, Thursday, November 3, 2016 to the following location:

RFP – Labor Relations/Employment Legal Services
Tigard City Hall - Utility Billing Counter
Attn: Joe Barrett
13125 SW Hall Boulevard
Tigard, Oregon 97223