



City of Tigard

Request for Proposal (RFP)

ADDENDUM #3

EQUITABLE ENGAGEMENT CONSULTING SERVICES

RFP 2024-12

Bids Due: Wednesday, May 1, 2024 - 10:00 AM

Addendum Issue Date: Monday, April 22, 2024

Submit Proposals To: contractspurchasing@tigard-or.gov

Direct Questions To: Contracts and Purchasing Department at contractspurchasing@tigard-or.gov

Total Page of this Addendum: 1

This addendum is issued to clarify, add, delete, correct and/or change the RFP documents to the extent indicated and is hereby made a part of the above noted RFP documents on which the contract will be based. Any modifications/changes made by this addendum affect only the portions or paragraphs specifically identified herein; all remaining portions of the RFP to remain in force. It is the responsibility of all bidders to conform to this addendum.

1. Section 3: 3.3 Deliverables and Schedule

Q: Does the city expect the consultant to conduct original research in the demographic trends and forecast, or should we expect to base this work on existing datasets, like those Metro uses for establishing population forecasts for planning?

A: We expect the consultant to provide relevant, data-informed demographic forecasting. It is at the consultant's discretion whether they choose to conduct original research or use established data sources to accomplish this task.

2. Section 4: 4.2 Transmittal Page

Q: For the Transmittal Page, should we fill out one of the provided forms (Solicitation Response Form, Attachment A, or Attachment B)? If so, can you please clarify which one? Or do we need to create our own one-pager with the required information?

A: The Transmittal Page will be created by the proposer and must include the content listed under section 4.2 Transmittal Page. The Solicitation Response Form places the proposer on the plan holder's list. All firms on plan holder's list will receive notifications when addenda or other notices related to the RFP are issued. Attachments A and B should be completed and submitted as attachments to the proposal.