

## **ADDENDUM #1**

### **Request for Qualifications for Criminal Justice Master Plan**

**4/6/2017**

The following sections are hereby amended; replacing the sections as numbered and listed in the original document.

## **2.0 TENTATIVE PROJECT SCHEDULE**

The following represents the tentative schedule for this RFQ. Any change in the Scheduled dates for the Deadline for Final Questions, or Proposal Submission Deadline will be advertised in the form of an addendum to this RFQ. The schedule for the evaluation process and other future dates may be adjusted without notice.

Distribution of RFQ	March 15, 2017
Phone conference for prospective bidders	April 5, 2017
Submission deadline	April 21, 2017
Evaluation of responses	May 5, 2017
Invitation of selected bidders (at least 3)	May 10, 2017
Submission of work proposals	June 15, 2017
Evaluation of work proposals	June 23, 2017
Selection of qualified firm	June 27, 2017
Negotiation of contract	July 14, 2017
Start date	September 4, 2017

The project timeline will be scheduled with the successful consultant.

## **4.0 SCOPE OF WORK**

- 4.2 This information will be used to assess the team's capability and "fit" with Benton County's organizations. The County may determine it necessary to hold a phone interview with the prospective teams to clarify or ascertain further information.

When this review is complete the County will select at least three of the bidders to be invited to provide a written proposal. This proposal should include major proposed activities and cost estimates to complete those tasks. The proposal should be provided in a phased approach with several decision points. Additional information, studies and earlier assessments are available on the County's website, [www.co.benton.or.us](http://www.co.benton.or.us), for bidders' to review.

The County will select a firm to do this work based on the proposal submitted along with the information provided in the initial submittal.

## 8.0 SUBMITTAL INSTRUCTIONS

### Round 1:

- Statement of Philosophy – How would your team approach a project such as this
- List all of the firms on the team
  - Include a description of the firms' capabilities as it relates to similar projects, including a project list and references
- List of principles and key support staff, including biographies, education, and work experience.

### Round 2:

Full proposal based on information gathered and past history review. The proposal should be separated into phases with a cost delineated for each PHASE. A total project cost should be included.