

ADDENDUM No. 1

REQUEST FOR PROPOSAL
to provide
ON-CALL RIGHT-OF-WAY SERVICES
for
Federal and State Funded Projects

June 19, 2017

It is the sole responsibility of prospective consultants to monitor the City of Highland website for updates and issued addenda relating to this Request for Proposal. Please access [http://cityofhighland.org/Downloads/#On-Call Right-of-Way Services](http://cityofhighland.org/Downloads/#On-Call_Right-of-Way_Services).

The subject Request for Proposal is hereby modified as follows:

A. Article 5, Qualifications and Experience, of Sub-Section B, Section V, Page 6, is modified to read as follows:

5. QUALIFICATIONS AND EXPERIENCE – The prospective firms must have a minimum of five (5) years of experience providing right-of-way appraisal and acquisition to municipalities of typical complexity and size similar to the City of Highland with individual consultants having a minimum of three (3) years of relevant experience. Specifically, experience should include, but not be limited to acquisition of property information and appropriate title reports; preparation of appraisal instructions, appraisal reports, appraisal waiver valuations, appraisal for permanent and temporary construction easements; performing appraisal reviews; negotiation with property owners; preparation of R/W acquisition offers and coordination with escrow companies to finalize R/W transactions; performing R/W acquisition review; preparation of final report of R/W acquisition and R/W certifications as required by Caltrans.

Summarize specific experience and qualifications for similar projects. Describe the services you performed such as studies, reports, etc. List at least three (3) references with telephone numbers, a listing of proposed project personnel, including personal experiences and resumes for prime and sub-consultants. Provide a list of specific examples of R/W services provided to municipalities, including the size and scope of work completed of up to three (3) projects per year for the last five (5) years.

B. Article 5, Work Plan and Schedule, of Sub-Section B, Section V, Page 7, is modified to read as follows:

6. WORK PLAN - Include a description of how each service will be conducted and identification of deliverables for each Service. The work plan should include sufficient details to demonstrate a clear understanding of the required Services. Discuss the consultant team's approach for completing the Services on time.

C. Article 6, Proposed Fee Schedule, of Sub-Section B, Section V, Page 7, is modified to read as follows:

7. PROPOSED FEE SCHEDULE – a cost proposal shall be provided in a separate, sealed envelope, which will not be opened until the on-call consultant ranking process is complete. The proposed hourly fee shall be for each class of personnel and type of services. The prospective firms are required to complete only Pages 3 and 4 of Exhibit 10-H attached with this RFP and include them with the cost proposal.

The remainder of this RFP remains unchanged.

ALL PROPOSERS SHALL INDICATE RECEIPT OF THIS ADDENDUM BY SIGNING BELOW AND INCLUDE THIS SHEET WITH THEIR PROPOSAL.

(Firm's Authorized Representative Signature Here)

Date