



## SACRAMENTO AREA COUNCIL OF GOVERNMENTS REQUEST FOR PROPOSALS

### Regional Bike Share Program Governance Analysis

#### ADDENDUM NO. 1 September 16, 2015

Below are SACOG's responses to questions received regarding the above titled procurement. Please complete and include the Addendum Acknowledgement form (attached) in your proposal.

**Q1. It is our understanding that the required forms are Exhibit B: *Levine Act Disclosure Statement* and Exhibit C: *County of Sacramento Payee Data Record*.**

A1. Only Exhibit B is required to be included as part of the Proposal. Exhibit C would be required of the selected contractor to execute an agreement.

Exhibit B is required as discussed on page 11 of the RFP (IX.PROPOSAL CONTENT AND ORGANIZATION, Form of Proposals, 7. Consultant Qualifications and References): "Additionally, the proposer must complete the Levine Act Disclosure statement attached hereto as Exhibit "B."

Exhibit C, "County of Sacramento Payee Data Record" is only referenced in the SACOG Standard agreement on RFP page 25, "36. Payee Data Record Form" and not required as part of the Proposal. The selected firm would be asked to complete Exhibit C as part of entering into a contract.

**Q2. Are subconsultants required to submit forms?**

A2. Yes, Exhibit B. The form addresses "you or your company, or any agent on behalf of you or your company."

**Q3. Can consultants submit the work samples mentioned on page 11, Paragraph 7 of the RFP in electronic format?**

A3. Proposals must be received by SACOG, in both hard copy and electronic form (CD or flash drive included with hard copies), no later than 4:00 pm on Monday,

September 21, 2015. SACOG staff recommends attaching executive summaries and the most relevant sample materials to the hard copies. Supplemental materials beyond the two sample limit will not be reviewed.

**Q4. If the work samples are to be printed, does the County prefer the work samples bound into the technical proposal?**

A4. All elements of the Proposal must be securely bound as a single document.

**ACKNOWLEDGEMENT OF ADDENDUM TO  
REQUEST FOR PROPOSALS (RFP)**

**RFP Title: Regional Bike Share Program Governance Analysis**

Instructions: Complete and sign this form. Enclose the original copy of the acknowledgement in your proposal. Failure to do so may result in disqualification of your firm's proposal.

The undersigned acknowledges receipt of **Addendum No. 1** dated September 16, 2015.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

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