



August 16, 2022

**TO: DIVERSITY, EQUITY & INCLUSION CONSULTING SERVICES**

**SUBJECT: RFP NO. 071588**

**ADDENDUM NUMBER # 04**

This addendum is issued to add, remove, clarify, and amend the following:

**Update to Initial Evaluation Phase (page 5)**

INITIAL EVALUATION PHASE

**1. Qualifications & Experience..... 45-50 PTS**

Identify the proposed team (to include working titles, degrees, certificates and licenses), demonstrate the team’s experience in performing the requested services and describe how the team meets or exceeds the required qualifications.

Resumes of the key individuals may be included as an appendix and are not included in the total page count. Resumes are to be limited to one single-sided, letter-size page. Resumes exceeding this limit will not be reviewed.

- a) The Port will evaluate the experience, competence and qualifications of the Key Personnel identified, their specific roles and responsibilities, and overall organization of the team. Emphasis will be placed on experience and expertise in performing work of similar scope and complexity.
- b) Include a list of recent contracts/projects in the last five (5) years, to include a point of contact, contact information (phone and email), and brief description, for services relevant to the items listed in the Scope of Services as performed by the key personnel. Only projects completed by key members of the project team will be considered.

**2. Project Approach Narrative..... 35-50 PTS**

Proposals should clearly outline the team’s recommended methodologies, approaches, and roles and responsibilities for how the work will be accomplished:

- a) Accomplishing the Scope of Services: Clearly describe the approaches and methods that will be used to accomplish the tasks required in the scope of services. Include a summary of innovative ideas and suggestions for enhancing the scope of services.
- b) Schedule: Outline the team’s experience providing completing the requested services within the stated schedule and describe how the team is able to respond to the Port’s request for services.
- c) Coordination & Communication: Provide a plan for communications and coordination between the project team, the Port’s project manager and the various stakeholders.

d) Risks: What risks that are beyond your control do you see in providing this service and how would you mitigate them?

**3. Compensation**.....**25-0 PTS**

Present detailed information on the firm's proposed fee structure for all resources for the services proposed.