THE CITY OF SAN DIEGO

December 23, 2008

VIA EMAIL: catherine@collaborativeservices.biz

Ms. Catherine Smith, JD, President
Collaborative Services
427 C Street, Suite 200
San Diego, CA 92101

Dear Ms. Smith:

Subject: 9439-09-Z-RFP, Professional Public Outreach, Involvement, and Facilitation Services for the City of San Diego Uptown, Greater North Park, and Greater Golden Hill Community Plan Update Process

Thank you for submitting a proposal in response the City's subject RFP. In accordance with subject RFP, the City invites you to revise your price proposal and submit a Best and Final Offer in accordance with the below changes in the scope of work. Your revised price proposal must be submitted on the enclosed Pricing Page and labeled with your Company name. Please note that other Proposers in the competitive range are being invited to revise their price proposals as well.

Proposers should not rely on having additional opportunities to discuss, negotiate and adjust their price proposal further. If a revised price proposal is not provided or is not provided in accordance with the conditions of this letter, your original price proposal shall be construed as your Best and Final Offer. The following changes are made to the scope of work:

Meeting facilitation is required at four types of meetings:

- Stakeholder Advisory Committee (SAC) and Cluster Update Advisory Committee (CUAC) meetings:
    - Section II, Paragraph A.2.e (1) on page 11 of the RFP: Change from "Monthly Stakeholder Advisory Group and Cluster Update Advisory Committee meetings" to "Up to 9 Stakeholder Advisory Group meetings throughout the 24 month process (estimate 2 hours for each meeting plus 1 hour onsite for meeting preparation and wrap-up) and 3 Cluster Update Advisory Committee meetings (estimate 2 hours for each meeting plus 1 hour onsite for meeting preparation and wrap-up)."

- Section II, Paragraph B.2.i on page 13 of the RFP: Change from "Consultant shall attend and participate in monthly stakeholder meetings for each community planning area on issues, goals, priorities, elements and land use plan. Consultant shall furnish meeting agendas and minutes to city staff and stakeholders" to "Consultant shall attend and participate in up to 9 Stakeholder Advisory Group meetings for each community planning area on issues, goals, priorities, elements and land use plan throughout the 24 month process (estimate 2 hours for each meeting plus 1 hour onsite for meeting preparation and wrap-up). Consultant shall furnish meeting agendas and minutes to city staff and stakeholders."

  Add: "Consultant shall attend and participate in 3 Cluster Update Advisory Committee meetings on shared issues, goals, priorities, elements and land use plan throughout the 24 month process (estimate 2 hours for each meeting plus 1 hour onsite for meeting preparation and wrap-up). Consultant shall furnish meeting agendas and minutes to city staff and stakeholders."

- Workshops:

  - Section II, Paragraph A.2.e (2) on page 11 of the RFP: Change from "Public Workshops – minimum six for each community planning area" to "Public Workshops – one for each community planning area (estimate 3 hours for each meeting plus 1 hour onsite for meeting preparation and wrap-up)."
  - Section II, Paragraph B.2.c on page 12 of the RFP: delete paragraph
  - Section II, Paragraph B.2.f on page 13 of the RFP: change from "Consultant shall conduct one (1) public workshop…" to "consultant shall conduct one (1) public workshop for each community (3 total) in order to establish…"
  - Section II, Paragraph B.2.j on page 13 of the RFP: delete paragraph.

- Charrette:

  - Section II, Paragraph A.2,e (3) on page 11 of the RFP: Change from "One (1) charrette process (up to six days in length) for each community planning area" to "One (1), 3-day charrette for each community planning area." Estimate 12 hours of meetings conducted in a workshop format and 2 hours for meeting preparation and wrap-up for each charrette over a 3 day period.
  - Section II, Paragraph B.2.g on page 13 of the RFP: replace last sentence "The charrette shall be up to 6 days in length" to "The charrette shall be 3 days in length. Estimate 12 hours of meetings conducted in a workshop format and 2 hours for meeting preparation and wrap-up for each charrette over a 3 day period."

The following changes shall be made:

- Section II, Paragraph A.2.e.4 on page 11 of the RFP: Change from "focus working group meetings" to focus working group meetings as-needed"
- Section II, Paragraph A.2.e.7 on page 11 of the RFP: delete paragraph "Presentations/updates to public officials."

For information purposes, the following summary has been prepared to assist you in facilitating the above changes.

Meeting Type	Quantity	Time (Hours)	Total Hours
Stakeholder	9	3	27
CUAC	3	3	9
Workshop	3	4	12
Charrette	3	14	42
		Total	90

Please also re-evaluate your costs for all other tasks and submit your Best and Final Offer for this project using the enclosed pricing page. Please provide a breakdown of labor hours, levels of effort, and other rationale used in determining your BAFO pricing. Price evaluation will be based on prices entered on the enclosed price page only. Blanks on the enclosed pricing page will be interpreted as zero (0) and no price will be allowed.

Your BAFO is due by Wednesday, January 7, 2009 by 5:00 p.m. PT. You may fax or e-mail your BAFO to me, however, the hard copy must be received as soon as possible thereafter in a sealed envelope referencing "Best and Final Offer - Proposal No. 9439-09-Z-RFP" to the issuing office: Michael Winterberg, CPPB, Procurement Specialist, Purchasing & Contracting Department, 1200 Third Avenue, Suite 200, San Diego, CA 92101-4195.

If you have, any questions please feel free to call me at (619) 533-6441 or e-mail me at mwinterberg@sandiego.gov.

Sincerely,

Michael Winterberg

Michael Winterberg, CPPB
Procurement Specialist

Enclosure

cc: File

IV. PRICING PAGE (BEST AND FINAL OFFER)

PRICING FOR CORE REQUIREMENTS AND DELIVERABLES AS SPECIFIED IN RFP SECTION II

1.	Project Administration	$_____	Fixed Price Lump Sum
2.	Community Outreach, Meeting Facilitation, and Public Participation	$_____	Fixed Price Lump Sum
	Fixed Price Lump Sum Total:	$_____	