



**City of Coachella**  
1515 Sixth Street, Coachella, California 92236

Phone (760) 398-3502 \* Fax (760) 398-8117 \* [www.coachella.org](http://www.coachella.org)

**DATE:** July 25, 2013

**TO:** All Prospective Bidders and Plan Holders

**ADDENDUM NUMBER 1  
SIDEYARD IMPROVEMENTS AREA 27 RANCHO MARIPOSA  
CITY PROJECT NO. AREA 27 SIDEYARD IMPROVEMENTS**

1. Replace page 5 of the RFP with the Attached page 5.

***The Contractor is hereby notified; Addendum No. 1 must be acknowledged and submitted as part of the Bid. Failure to do so shall result in the City designating said bid as "Non-Responsive".***

**BIDDER ACKNOWLEDGMENT:**

\_\_\_\_\_  
Signature acknowledging receipt of Addendum No. 1

\_\_\_\_\_  
Printed Name & Date

\_\_\_\_\_  
Company

**D. PROPOSAL FORMAT:**

Three copies of the proposal shall be submitted to the City and contain the following information, in the following order:

1. **Cover Letter** – The cover letter shall identify that the consultant has a clear understanding of the project scope, timing, and a list of names of individuals who will be primary contacts.
2. **Qualifications** - A list of qualifications relating to the consultant's experience and knowledge in tree removal. (Complete and submit Exhibit D).

**Under a separately sealed envelope provide the following:**

1. **Fee Schedule** - Provide cost breakdown for 14 Sideyards Improvements at a flat rate.

**F. SELECTION PROCESS:**

Evaluation of the proposals will be made by an evaluation committee determined by the city. The written proposal will be evaluated and scored on the following minimum criterion which is rated by the following percentages:

Each bidder shall be a licensed contractor pursuant to the Business and Professions Code and shall be licensed in the following appropriate classification(s) of contractor's license(s), for the work bid upon, and must maintain the license(s) throughout the duration of the Contract:

- Class A General; and/or
- Combination of Class C Specialty Contractor's License(s) adequate to perform the work herein described.

Award of Contract: The City shall award the Contract for the Project to the lowest responsive, responsible bidder as determined from the base bid alone by the City. The City reserves the right to reject any or all bids or to waive any irregularities or informalities in any bids or in the bidding process.

All questions and/or Addendum(s) will be available on the City's Website [Coachella.org](http://Coachella.org), it is the responsibility of the applicant to review.

**G. APPLICATION PROCEDURES:**

The City reserves the right to accept, reject, and evaluate any and all proposals for a period of 90 days from submittal date, and to change the scope of this RFP if warranted by changing conditions. Any proposal submitted during this RFP process becomes the property of the City. The City will not be liable for nor pay costs incurred by the respondent in preparation of a response to this RFP or any other costs involved including travel.