

CITY OF SEBASTOPOL

ADDENDUM NO. 1

REQUEST FOR PROPOSALS - COST ALLOCATION PLAN

RFP Issue Date	September 23, 2026
Addendum Issue Date	October 5, 2026
Proposal Due Date	October 14, 2026 at 5:00 p.m. PDT
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NOTICE TO PROPOSERS

This Addendum forms a part of the City of Sebastopol Request for Proposals for Cost Allocation Plan consulting services issued September 23, 2026. Proposers shall incorporate this clarification into their proposal submissions.

QUESTION NO. 1 - STAFFING AND EXPERIENCE

Question:

May a qualified principal-led firm have one individual fulfill multiple staffing roles identified in the RFP, including Partner/Principal, Senior Consultant, and Analyst? Is prior California municipal Cost Allocation Plan and Proposition 218 and Proposition 26 experience a threshold eligibility requirement, or will directly transferable financial modeling and cost-allocation experience also be considered?

City Response:

The RFP does not require separate individuals to fill each personnel classification identified in the fee proposal. A proposer may assign one qualified individual to perform multiple roles. The proposal should clearly identify the individual, each role and responsibility to be performed, relevant qualifications and experience, and the estimated hours and applicable billing rate for the work proposed under each personnel classification.

Prior experience performing Cost Allocation Plans and similar fiscal studies for California local governments, particularly agencies with enterprise utility funds and Proposition 218 and Proposition 26 considerations, is an important evaluation factor under the RFP. The RFP does not establish a minimum number of prior California municipal Cost Allocation Plan, Proposition 218, or Proposition 26 engagements as a threshold eligibility requirement. However, proposers should clearly demonstrate their relevant qualifications, experience, and approach to addressing Proposition 218 and Proposition 26 compliance considerations as part of their proposal.

NO OTHER CHANGES

Except as expressly clarified by this Addendum, all other requirements, terms, conditions, and deadlines contained in the original RFP remain unchanged.

END OF ADDENDUM NO. 1