



City of Alameda, California

June 25, 2026

TO: PROSPECTIVE PROPOSERS

ORGANIZATIONAL ASSESSMENT OF SELECT DEPARTMENTS ADDENDUM NO. 2

Addendum No. 2 is hereby issued to make the following revision to the issued Request for Proposal:

V. PROPOSAL REQUIREMENTS

3. Scope of Services

Provide a detailed Scope of Services that describes the Proposer's recommended approach for completing the Organizational Assessment for Selected Departments as described in this RFP and **Appendix A**.

The proposed Scope of Services shall demonstrate the Proposer's understanding of the City's objectives and include a detailed description of the tasks, subtasks, methodologies, stakeholder engagement strategies, analyses, and deliverables necessary to complete the assessment. For each task, describe the purpose of the task, the work activities to be performed, the anticipated outcomes, and the resulting deliverables, if any.

The City intentionally provided a scope of work outline, not a detailed, specific scope of work and expects Proposers to develop a comprehensive Scope of Services based upon their professional expertise and understanding of the project objectives. The quality, completeness, and appropriateness of the proposed Scope of Services and methodology will be considered in the evaluation of proposals.

Include a project schedule identifying major tasks, milestones, deliverables, stakeholder engagement activities, review periods, and with an ideal completion date no later than October 30, 2026. We recognize this is an accelerated timeline; however, recommendations from the assessment will inform the City's next budget cycle, which starts in October. If additional time is needed to complete the full scope of work, the proposed schedule may extend through the end of November or early December, provided that draft recommendations are delivered earlier to support the budget development process.

APPROVED:

Signed by:

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Erin Smith
Director of Public Works

6/25/2026

Date