



## ADDENDUM NO. 1

### City of Highland Park, Illinois Request for Proposal Administrative Hearing Officer

September 26, 2022

#### TO ALL PROPOSERS:

Attention of all Proposers is called to the following revision to the Request for Proposals for Administrative Hearing Officer ("**Request**") issued by the City of Highland Park, Illinois ("**City**").

The information given in this Addendum shall be taken into account by each Proposer in the preparation of its Proposal. Receipt of this Addendum shall be acknowledged on page 1 of the Proposer's Proposal and a copy of this Addendum shall be included in the Proposer's Proposal.

#### I. Submittal Requirements.

The City will issue the Professional Services Agreement to the selected Proposer. Accordingly, Section V of the Request will be revised as follows:

#### V. SUBMITTAL REQUIREMENTS

Proposals should be prepared as simple as possible and provide a straightforward, concise description of the proposed services to satisfy the requirements of the RFP. Attention should be given to accuracy, completeness, relevance and clarity of content. The proposal should be organized into the following major sections:

- A. Cover Letter
- B. Resume
- C. Proof to Practice Law in the State of Illinois
- D. Conflict of Interest
- E. Client References
- F. ~~Professional Services Agreement~~
- G. Attachments

#### II. Evaluation Criteria

Fee proposals are not a part of the Evaluation Criteria. Accordingly, Section VI of the Request will be revised as follows:

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VI. EVALUATION CRITERIA

The City of Highland Park will conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this procurement effort. All proposals submitted will be reviewed and evaluated by an Evaluation Committee composed of City Staff for further consideration on the basis of the following criteria:

- Consultant's **Proposer's** qualifications and experience
- ~~Consultant's fee proposal~~
- Overall quality of response to RFP

**All other provisions of the Bid Package remain unchanged, including the date and time to submit Proposals.**

**Proposals Due 5:00 pm September 30, 2022**

SIGN THIS ADDENDUM IN THE SPACE PROVIDED AND ATTACH TO THE FRONT OF YOUR BID PROPOSAL.

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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