

ADDENDUM NO. 1

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

September 30, 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 2 of the Proposer's Proposal and a copy of this Addendum shall be included in the Proposer's Proposal.

A. The cover page of the Request for Proposal is hereby amended to read as follows:

Note: QUESTIONS PERTAINING TO THIS RFP ARE DUE **OCTOBER 12, 2022**
~~SEPTEMBER 23, 2022~~ BY 5:00 PM CST

B. Page 2, Submission Location, is hereby amended to read as follows:

Emailed submissions will be accepted at apalbitska@cityhpil.com by 5:00PM on **Wednesday, October 19, 2022** ~~Friday, September 30, 2022~~. All emails will be acknowledged to confirm receipt.

Any submissions made after the submission deadline will be rejected.

C. Page 2, Submission Date & Time, is hereby amended to read as follows:

October 19, 2022 ~~September 30, 2022~~ at 5:00 PM CST

D. Page 11, Project Timeline, is hereby amended to read as follows:

Action Item	Proposed Schedule*
Issue RFP	September 12, 2022
Deadline for submission of questions	<u>October 12, 2022</u> September 23, 2022
RFP Responses Due	<u>October 19, 2022</u> September 30, 2022
Interviews (Tentative)	<u>October 31 - November 4, 2022</u>

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	October 24-28, 2022
City Council Approval	November 28, 2022
City of Highland Park Hearing Officer Contract Start Date	January 1, 2023

*This timeline is subject to change.

All other provisions of the Bid Package remain unchanged.

Proposals Due 5:00 pm October 19, 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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