

**City of Edgewood**  
**REQUEST FOR QUALIFICATIONS**  
**2021 ON-CALL CONSULTANT SERVICES**  
**ADDENDUM No. 1**

The City of Edgewood (“City”) is issuing this addendum to expand upon the potential scope of work for item number 7, “Planning”, as follows:

- Section I – PURPOSE OF REQUEST: Item 7 is hereby amended as follows:
  - 7. **Planning:** project review, case management, and comprehensive planning efforts
- PROFESSIONAL SERVICE CATEGORIES AND DETAILS: Section 7 is hereby amended as follows:

**7. PLANNING**

**Scope of Work:** Provide support to City staff as needed to complete a variety of general municipal planning, comprehensive planning, and development project review support work that may include, but is not limited to, the following:

- Review of project permit applications for code compliance in a timely manner, keeping in mind the deadlines for the City to issue a final decision by law.
- Communicate and coordinate with applicants, their consultants, and other City department staff.
- Assist the City with comprehensive planning efforts, including but not limited to periodic updates required by statute.
- Prepare staff reports and recommendations in a timely manner.
- Present reports to and/or testify before the City’s Hearing Examiner, Planning Commission, and City Council (as needed).
- Keep track of project permit applications in the review process, to ensure that a final decision issues in a timely manner.
- Provide additional planning services as requested.

Any further questions, including requests for clarification, shall be submitted in writing (via email) to Rachel Pitzel, City Clerk, at [rachel@cityofedgewood.org](mailto:rachel@cityofedgewood.org), and will be compiled, answered, and posted on the RFP website no later than June 4, 2021. Interested parties may also request email notification of said posting by contacting the City beforehand.