



**ADDENDUM NO. 2 TO
REQUEST FOR PROPOSALS NO. 9161
FOR PROFESSIONAL SERVICES TO OPTIMIZE PROCUREMENT & CONTRACT
PROCESSES**

SACRAMENTO AREA SEWER DISTRICT

Request for Proposals (RFP) No. 9161 is amended as follows:

1. The following is added to the end of Section 7, Scope of Services:
 - a. Task 5 – Recommendation Implementation Support (Optional Service)
SacSewer may request the consultant to support the implementation of recommendations. The consultant will provide services to support the implementation of accepted recommendations, including:
 - Lead in the creation of new documents, or modify existing documents, including:
 - Templates
 - Policies
 - Procedures
 - Forms and other actionable documents
 - Implement and train SacSewer staff on new and/or changing:
 - Roles & Responsibilities
 - Business Processes
 - Performance Measures or Metrics
 - New software, or existing software integrations, or both
 - Work with SacSewer IT staff to develop any new software integrations or implementation of any new software.
 - Work with SacSewer Human Resources (HR) staff to develop any new or modified class specifications.

Anticipated Deliverables for Task 5:

- Training materials
- New or modified procurement and contract related documents
- New or modified class specifications

2. The attachment reference to the Sample Agreement in Section 9. Organization and Content of Proposal, subsection k. Insurance, is revised from “Attachment C” to “Attachment B”.
3. The following is added to the end of Section 10. Proposal Submission Instructions:
 - a. The one (1) electronic digital media copy of the proposal may be submitted through any of following means:
 - i. A USB flash drive included with the six (6) hard copies of the proposal,
 - ii. As an email attachment to SacSewer’s point of contact listed in Section 6. Questions and Communication, of this RFP, or
 - iii. Upload through cloud-based storage link; email SacSewer’s point of contact listed in Section 6. Questions and Communication, of this RFP to request a unique folder link by no later than 3:00 PM PT on March 25, 2026.

Thank you,

Gayleen Darting
Associate Civil Engineer