

City of Hammond
Purchasing Department

RFP 27-14

Architectural Assessment and Strategic Plan Development
Addendum #1

September 25, 2026

PUBLIC NOTICE IS HEREBY GIVEN that the City of Hammond, Parish of Tangipahoa, State of Louisiana, has issued ADDENDUM # 1, for RFP 27-14 Architectural Assessment and Strategic Plan Development. The following additions, clarifications, deletions, and/or corrections to the original Specifications and Contract Documents for Architectural Assessment and Strategic Plan Development, are specifically made a part of the Specifications and Contract Documents with the same force and effect as though listed in the original Specifications and Contract Documents. Any contradictions shall be immediately made known to the Purchasing Department so that a decision and/or clarification can be made.

PURPOSE OF ADDENDUM

This Addendum No. 1 amends and clarifies RFP 27-14, Architectural Assessment and Strategic Plan Development. The City of Hammond is removing price and price-related information from the evaluation and selection process. All other provisions of RFP 27-14 remain unchanged unless specifically amended herein.

1. SECTION 3 – SUBMISSION REQUIREMENTS

The requirement for a “Cost Proposal” is deleted in its entirety. Proposers shall not submit a cost proposal, fee proposal, pricing schedule, professional fee schedule, or other price-related information as part of the proposal for purposes of selection.

2. SECTION 4 – EVALUATION CRITERIA

The “Cost Proposal – 25%” criterion is deleted. The remaining criteria are reweighted as follows:

Evaluation Criterion	Weight	Description
Technical Expertise	35%	Experience related to fire station design, emergency response logistics, facility planning, architectural assessment, strategic planning, and municipal work.
Project Approach	35%	Clarity, completeness, practicality, and innovation of the proposed assessment and strategic planning methodology.
Past Performance	30%	Quality, reliability, and relevance of prior work evidenced by references and examples of previous work.

Price, fees, costs, compensation, or other price-related information shall not be considered or used as a factor in evaluating or selecting a proposer.

3. SECTION 7 – COST PROPOSAL

Section 7, “Cost Proposal,” is deleted in its entirety. Proposers shall not submit pricing, fees, compensation schedules, reimbursable expense schedules, or other price-related information with their proposals.

4. FEE NEGOTIATION AFTER SELECTION

The City will select the firm based upon competence and qualifications as demonstrated through the evaluation criteria above. Following selection, the City will negotiate scope, compensation, and other contractual terms with the selected firm. If a satisfactory agreement cannot be reached, the City may terminate negotiations and proceed to the next selected firm, in accordance with applicable Louisiana law.

5. ACKNOWLEDGMENT

Each proposer shall acknowledge receipt of this Addendum No. 1 and include the signed acknowledgment with its proposal. All other provisions of RFP 27-14 remain unchanged.

Company Name: _____

Authorized Representative: _____

Signature / Date: _____