



**Addendum to Request for Proposal**  
**Police Department Organizational and Workforce Assessment**  
**Issued: Thursday, July 7, 2022**

**Addendum #1** – The following changes to the Request for Proposal are provided based upon a change in the project completion date. Your proposal submittal must include acknowledgement of receipt of this addendum.

1. **Due Date shall read:** *Friday, August 26, 2022.*

2. **Section III. Scope of Work shall read:**

Primary Components

- A. A departmental structure recommendation that details optimal practices regarding command structure and operational functionality.
- B. A workforce size recommendation that will support the needs of the Town and its current and rapidly growing population for the next 5-7 years;
- C. A review of the current Police Career Ladder, including the development of appropriate internal relationship guidelines; and,
- D. Recruitment strategies that will aid in attracting a qualified, diverse pool of applicants in a competitive law enforcement profession.
- E. *Work is to begin upon award of project and should be completed no later December 15, 2022.*

3. **Section V. Proposal Deadline and Submission Requirements shall read:**

1. All proposals must be received by the Town of Rolesville by 4:00 p.m. EST on Friday, *August 26, 2022.*
2. All proposals must include the following:
  - The proposal title, due date, and time;
  - A cover letter/letter of intent on contractor's letterhead, signed by an authorized representative of contractor, expressly agreeing to the Town of Rolesville's terms and conditions contained in this Request for Proposal;
  - The contractor's name or company name, address and telephone number;
  - The name, address, and telephone number of company representatives with the authority to answer questions or provide clarification regarding the proposal's contents;

- A list of key personnel to be assigned to perform the services and each person's qualifications. Personnel should possess relevant and diverse knowledge and expertise in their respective fields;
- The names of any and all subcontractors expected to perform services in connection with the project and their qualifications. Include the estimated percentage of work that each subcontractor is expected to perform. **The Town of Rolesville reserves the right to accept or reject any proposed subcontractor;**
- A breakdown of the firm's rates, fees, and charges for services, by phase and for the total project and a proposed payment schedule. All costs proposed are to be inclusive of labor, materials, equipment, incidentals, etc. necessary to provide the scope of services outlined in this RFP. Rates proposed are also to include all expenses, including general overhead, equipment, field overhead, profit, travel per diem, all necessary food, water, restroom and lodging facilities needed to provide these services;
- A full description of services and processes/methodology that will be implemented and ongoing to complete the project in the most efficient, timely and comprehensive manner. The description should include a detailed implementation plan and project schedule outlining the primary tasks, estimated hours, responsibility, major deliverables and timing as well as a statement of capacity to complete the project, including an estimated start date;
- Any assistance requirements from the Town of Rolesville;
- A detailed company description and history, including the areas of expertise related to the project;
- A reference list of at least three (3) current projects. If not currently working on projects, we request a list of at least three (3) projects of similar size and scope completed within the past twenty-four (24) months, including the name and telephone number of a contract person for each reference listed.
- *Acknowledge your receipt of all Addendum/Addenda issued noting the Addendum Issue Date.*

Proposals must be received no later than 4:00 p.m. EST on Friday, August 26, 2022. Proposals should be mailed, hand delivered, or emailed to the following:

Mail: Town of Rolesville Human Resources Department  
 Attn: Lisa Alston  
 P.O. Box 250  
 Rolesville, NC 27571

Hand Delivery: Town of Rolesville Human Resources Department  
 Attn: Lisa Alston  
 502 Southtown Circle  
 Rolesville, NC 27571

Email: [lisa.alston@rolesville.nc.gov](mailto:lisa.alston@rolesville.nc.gov)

The Town of Rolesville will not be responsible for the failure of any mail or delivery service to deliver a proposal prior to the stated date and time. Regardless of the manner of submission, any proposal received after the

stated date and time will not be considered. Incomplete proposals or proposals inconsistent with the required format may be disqualified from consideration.

**4. Section XV. Certification shall read:** The contractor hereby certifies that it has carefully examined this Request for Proposal, *Addendum*, and all attachments hereto, that it understands and accepts all terms and conditions and the Scope of Work, and that it has knowledge and expertise to complete the project. By submitting a proposal, contractor certifies that its proposal is in all respects fair and without collusion or fraud.