



**Request for Proposal (RFP)**  
**for**  
**Building Together –**  
**Accessory Dwelling Unit (ADU) Pilot Incentives Program**  
**Project No: PLAN-2026-02**  
**Addendum 1**  
**Date: March 27, 2026**

This Addendum shall become part of the RFP. The following are responses to questions raised by consultants in response to the RFP issued on March 9, 2026.

Questions and Responses:

1. Although the RFP describes a high-level Scope of Work on page 2, we haven't seen a detailed scope listing the expected tasks and deliverables, nor is a proposed Scope listed in the proposal submission requirements. Are proposals expected to define a task-by-task scope and list of deliverables?

**Yes. The expectation is that a scope of work and breakdown of expenses will be provided in the proposal and will reflect the expertise of the candidate by demonstrating that the proposal is feasible, considered, and cost-effective.**

2. Regarding the proposal submission requirements, what types of work samples is the Town expecting to see? For example, public-facing deliverables such as fact sheets/handouts, more technical reports, or a combination of multiple types?

**The Town seeks to empower applicants by relying on their expertise to propose the best solution that meets the expectations described by the RFP Scope of Work. The samples should demonstrate that the candidate has the expertise to provide the best solution for our requirements. The Town has no specific requirement as to what those work samples consist of.**

Thank you for your continued interest in this project. Submittals are due April 9, 2026 at 10:00 a.m.

Town of Superior