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City Manager's Office

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: William F. Sherry, A.A.E.

**SUBJECT: EXTENSION OF WEST SIDE
REQUEST FOR PROPOSAL**

DATE: October 19, 2012

Approved

Date

10/19/20

INFORMATION

On August 9, 2012, a Request for Proposal was released to interested stakeholders for consideration and the submission of proposals for West Side development. Submissions were due to the City on November 6, 2012.

However, staff has received requests from some interested stakeholders for additional time to prepare their proposals. Staff believes that providing all interested stakeholders additional time should result in better quality proposals. Accordingly, staff has concluded it is in the City's interest to accommodate the stakeholder requests for additional time and has therefore extended the due date for submission of proposals by thirty days. West Side proposals will now be due on *December 4, 2012*. As a consequence of this thirty-day extension, the beginning of the proposal evaluation process will begin thirty days later than originally scheduled.

Staff will issue an addendum this week informing all stakeholders of the extended submission date.

Please note that the current restrictions on communications with potential respondents under the City's Procurement and Contract Process Integrity and Conflict of Interest Policy (Policy #0-35) remain in effect. Until the City Manager announces her recommendation for award, there can be *no* communication between potential respondents and Council offices and any communications with potential respondents continue to be limited to the procurement contact designated in the Request for Proposal.

/s/ Kimberly Aguirre for
William F. Sherry, A.A.E.
Director of Aviation

For questions please contact Kim Aguirre, Airport Assistant Director, at 1-408-392-3621.