

**Gardnerville, Nevada**

**Town Attorney/Legal Services**

**ADDENDUM No. 1**

**August 14, 2020**

In reference to the Request for Qualifications for the subject solicitation, please note the following items which shall be added or changed:

**ITEM NO. 1:** Delete the paragraph titled “Selection Process” in its entirety.

**Add** revised paragraph “Selection Process” which reads as follows:

**Selection Process**

The Town Manager will be responsible to review all submitted SOQ. The Town Manager will recommend a maximum of four of the highest rated submittals to make presentation to the Town Board in early October. If less than five SOQ are submitted all will be invited to make presentations. The chosen Respondents will be made aware of their selection no later than September 8<sup>th</sup>. Selected Respondents will make a not to exceed 20 minute presentation to the Town Board regarding the information requested in the SOQ followed by an interview with the Town Board. Each respondent shall provide an electronic copy of the presentation on a USB Flash Drive immediately preceding their presentation. The respondent shall also bring a minimum of seven color copies of their presentation for the Town Board Members. The Town Board will rank all respondents in numerical order according to who, in the board’s opinion, is best suited to provide attorney/legal services to the Town. . The Town Manager, The Chairman of the Town Board and potentially one other Town Board Member selected by the Town Board and the selected Respondent will engage in contract negotiations. It is anticipated the contract will be approved no later than December 1, 2020 with the Town Attorney starting their duties at the January 7, 2021 Town Board Meeting.

*Erik Nilssen 8-14-2020*

Erik Nilssen  
Gardnerville Town Manager