



ADDENDUM TO RFP DOCUMENTS

REQUEST FOR PROPOSAL: Downtown Design Plan and Preliminary Engineering Services issued January 5, 2018

ADDENDUM: Addendum No. 2

DATE: January 26, 2018

To All Potential Proposers:

This addendum is issued to modify and update the previously issued RFP noted above and Addendum No. 1. This information is provided to clarify components of the bid document and answer questions that have arisen since the release of the RFP and is hereby made a part of the original Request for Proposal. Please attach this addendum to the documents in your possession.

All proposers should acknowledge receipt of any and all addenda by email to dvaughn@ci.alamosa.co.us with "Confirm Receipt of Addendum No. 2" in the subject line.

I will try to respond promptly to any phone calls or e-mails in the following week. Additional inquiries will be accepted until 3:00 pm MST on January 26, 2018. Every effort will be made to inform proposers any additional addenda posted to the City's web site. Any inquiries received on January 26, 2018 will be posted to the web page by 5:00 pm MST and no later than 9:00 am MST, Monday, January 29, 2018.

1. In preparing our response to the RFP, we have noted that you have specified that proposals must be submitted by 5:00 PM, Friday, February 6, 2018 (per page 10 of the RFP). Since the Friday the week of the 5th of February falls on the 9th we wonder if proposals are actually due on Friday the 9th or on Tuesday the 6th.

*The proposal package is due on **Friday, February 9, 2018.***

2. Would there be any conflicts of interest if Mr. Pat Steenburg, MBA, PLS were to be proposed as a team member in our proposal?

No - Mr. Steenburg had no involvement in this RFP process and therefore the City of Alamosa cannot perceive any conflict in his participation in performing the work contemplated. Given Mr. Steenburg's depth of knowledge and years of experience with City of Alamosa we believe that Mr. Steenburg would be an excellent team member and could be a key asset to any group that proposes to perform this work.

3. What as-built utility or survey information is available for the consultant and in what format (hard copies, GIS, CAD)?

We have base mapping in AutoCAD and ArcGIS formats we will make available. We have good data for buried utilities and storm sewers. Communications and power are all overhead.

Surveying should be limited to supplemental data collection, verification of invert elevations or setting/verification of control points. We may need some elevation points along curb flowlines.

4. For the preliminary engineering plans, we are assuming that no survey data will be collected by the consultant, and designs will be plan-view only (no vertical design information) using aerial imagery or other available information (i.e. GIS). Designs will show extent of improvements and typical details will be provided to further describe improvements. Designs will be of sufficient detail to provide preliminary construction quantities and cost estimates. Does the City support this assumption?

YES – there may be a need for additional surveying as noted in No. 3 above. We desire a check of the storm water system capacity based upon the additional impervious area that may be added to the existing storm drainage system. Currently the existing storm drainage system functions adequately. There likely is reserve capacity in the 4th and 6th street systems. The Main street system is likely near capacity. We are not asking for a redesign of the existing storm drainage system.

We desire that you use the CDOT standards for any design features abutting or within the Main or 6th street ROW. We do not expect construction drawings. We expect

budgetary level cost estimates for all design features contemplated.

5. The RFP states that the Consultant shall not be reimbursed for travel expenses associated with work on this project unless specifically authorized by the City, but also asks for a reimbursable expenses list. Can you please clarify what expenses will be reimbursed? We are assuming that normal travel expenses will be reimbursed for project required travel to the City of Alamosa, is this correct?

*All normal reimbursable expenses as noted in Proposed Professional Services and Fees section of the RFP, **including travel** are to be documented as part of your fee for the project. The City will not reimburse for travel **in addition** to your fee for the project.*

Any travel to and from the City over and above the fees documented in your proposal will not be paid unless authorized by the City (e.g., your proposal includes travel expenses for three trips to the city – if a fourth trip were to become necessary the associated travel expenses will only be reimbursed if the trip is authorized by the City). Vehicle mileage will be paid at the current rate authorized by the Internal Revenue Service.