



ADDENDUM TO RFP DOCUMENTS

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

ADDENDUM: Addendum No. 1

DATE: January 18, 2018

To All Potential Proposers:

This addendum is issued to modify the previously issued RFP noted above. This information is provided to clarify components of the bid document and is hereby made a part of the 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. X" in the subject line.

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 prior to 5:00 pm MST.

-
1. Can you be more specific about what you mean by a "preliminary engineering plan" for items #17 and #19? My concern is that the specificity of a preliminary plan can vary widely and this could take up a significant portion of the \$100k budget. They also often need to be completed through a scoping process which will estimate the extent and cost of the plans themselves.

“Preliminary engineering” means all streets, sidewalks, ramps, stairs, parking areas, stormwater management, utility corridors and roadway configurations are feasible to construct and designed to proper engineering standards. This includes appropriate plans, sections, calculation of volumes and quantities sufficient to prepare preliminary construction cost estimates. This also includes examination of alternatives. For example, the Alamosa Comprehensive Plan encourages the use of bioswales for stormwater management. Bioswales may not be feasible (or desirable) from an engineering standpoint. The design should be developed to the stage where the next step is detailed design and the preparation of construction documents.

- 2. Is Alamosa matching or contributing money in addition to the \$100k from DOLA? If so, this could help defray some of the engineering costs from Question #1.**

The budget is firm at \$100,000.

- 3. The RFP limits our response to 30 pages. Can you confirm if this relates to 30 sides (i.e. 15 double-sided pages), or 60 sides (i.e. 30 double-sided pages)?**

The proposal must be no more than 30 single-sided pages with a font no smaller than 11 points. Exhibits may be 11x17 tri-folded.

- 4. We assume the above page limit does not include such elements as the cover page, cover letter, contents, blanks pages, section separators etc. Can you confirm?**

The page limit does not include transmittals, single page cover letters, cover pages and tabs.

- 5. Pages 10 & 12 of the RFP refer to both yourself and Heather Brooks as recipients of the RFP. Please clarify who our Proposal Document should be addressed to, and who the mailing package should be addressed to?**

The RFP submittal envelope should be marked as follows:

**REQUEST FOR PROPOSALS – DOWNTOWN DESIGN PLANNING SERVICES
ATTN: DANIEL E. VAUGHN, PROJECT MANAGER**

- 6. Item 3 on Page 10 of the RFP refers to 'addendum copies of past projects'. Grateful if you could clarify what is meant by 'addendum copies', and whether this is included in the page count?**

*If you have a plan you have prepared for a community of similar size and scope as this request and want to use it as proof of your qualifications for this project you may insert it as an appendix. This **will not** count toward your 30 page limit.*

7. Item 5 on Page 10 of the RFP requests a detailed cost breakdown. What information should this include?

See Proposed Professional Services and Fees on page 11 of the RFP.

8. Payment of subconsultant fees?

The City is willing to contract directly with subconsultants to avoid any markup for the processing and payment of subconsultant invoices. Subconsultants must be a member of contractor awarded the Downtown Plan project and their fees must be included in the cost analysis of the project fees noted at Item 5 under Submission Requirements on page 10 of the RFP.