

Addendum #1



Capital Project Committee

Project Information

Project Name:	Fleet Operational Assessment
Bid Number:	RFP #FD20-09-130
Date:	
Project Manager:	Will Jones

Addendum Items

Item 1	Due to the corona-virus, the City is requiring the following for submitting proposals: see attached instructions for submittal of RFP responses
Item 2	Due to Covid-19 restrictions, we have been successful in doing projects via Zoom meetings instead of on-site visits. Is this acceptable? a. If so, is it acceptable to address this topic in the cover letter only? We are ok with it; however, they need to address if that is what they are proposing, how they plan on addressing the aspects of the assessment that you will only ascertain from a site visit (i.e. building, parts organization, etc.).
Item 3	Section V C. refers to mandatory qualifications outlined in Section II C. Yet Section II C. states "Selected consultant must have a proven track record of completing municipal fleet operational assessments. Examples of at minimum the last three municipal organizational assessments, and their contact information, must be included within the proposal. ----- This does not fit the description of Section V C. a. The other challenge is the above quoted requirement is stated in Section II E. Please provide further clarification to Section II C. Minimum qualifications will be as stated under Section II C. Feel free to elaborate on other qualifications but we are looking for consultants with municipal experience.
Item 4	Section II, Page 7, #s 3 and 4. Are these two different reports? Please provide clarification as to when each report is due as they appear to deliver the same outcome. No they can be considered as one report.
Item 5	Section II #5) on Page 7. Is there a plan for the proposed new building for 2023? Please provide more information on what exists. For example, what did the 2018 ballot measure that identified funding to construct a new fleet maintenance building in 2023 include? Nothing other than a funding amount of approximately \$9 million. The goal of this assessment as well as a concurrent space needs assessment will be used in the design of this building scheduled in 2021/22.
Item 6	4 mechanics oversee 600 assets separate from Fleet's 9 mechanics and 700 assets correct? Yes

Item 7	Understanding fleet operations is housed in three separate buildings within the same complex, Is there more than one main shop? Fleet (excluding Parks) is housed within 3 buildings within the same complex. Parks is housed within four buildings throughout the city. No, there is not more than one main shop.
Item 8	<p>How many mechanics are at each shop location?</p> <p>Fleet (same complex)</p> <ul style="list-style-type: none"> - Transit shop <ul style="list-style-type: none"> o 4 mechanics - Central Fleet Shop <ul style="list-style-type: none"> o 4 mechanics - Fire Shop <ul style="list-style-type: none"> o 1 mechanic <p>CPRD</p> <ul style="list-style-type: none"> - Linn Grove Cemetery – 1 mechanic - Boomerang Golf Course – 1 mechanic - Parks – 1 mechanic - Highland Hills Golf Course – 1 mechanic
Item 9	<p>How many departments/customers are there and names?</p> <ul style="list-style-type: none"> - Public Works - Water and Sewer - CPRD - Community Development - Fire - Police - Finance - IT <p>The above are the major ones</p>
Item 10	<p>What sublet repairs are outsourced and percentage? PM? Major Repairs?</p> <p>Heavy, industrial tires, windshields, and very time consuming repairs. We don't outsource PM's and the percentage for other outsourced is around 10%. Of course we have warranty/recall repairs that are outsourced too which I haven't included in the 10%.</p>
Item 11	<p>Are there engineering specs/drawings of the new approved budgeted Fleet Facility that can be shared? No</p>
Item 12	<p>Section IV of the RFP (first full paragraph) states to "Email our RFP response....." then later in that section (second to last paragraph) it states "The City only accepts proposals in hard copy format and does not accept proposals submitted via fax or email." I am assuming that the first statement is accurate (the City is requesting that proposals be emailed). Is this correct? All proposals should be emailed.</p>
Item 13	<p>There was a mention of a recently completed study of the Public Works department. Can you please provide the name of the firm that completed that study and a copy of the study? hrQ completed the assessment. A copy will be provided to the selected vendor.</p>

**ONLY ELECTRONIC RFP RESPONSES WILL BE ACCEPTED DURING THE
COVID-19 EVENT**

Instructions for electronic submittal.

Email your RFP Response to purchasing@greeleygov.com. Submit your RFP response to this email only – please do not email to multiple people. Only email's sent to purchasing@greeleygov.com will be considered as responsive to the request for proposals. Emails sent to other City emails may be considered as non-responsive and may not be reviewed.

Proposals shall be submitted in a single Microsoft Word or PDF file under 20MB

The RFP number and Project name **must be noted** in the subject line, otherwise the proposal may be considered as non-responsive to the RFP.

Electronic submittals will be held, un-opened, until the time and date noted in the RFP documents or posted addenda.