

# Addendum #1



## Capital Project Committee

### Project Information

Project Name:	On-call Planner & Engineer Prof. Services RFP
Bid Number:	FD21-06-138
Date:	June 21, 2021
Project Manager:	Mike Garrot

### Addendum Items

Item 1:	How many firms are being selected? <a href="#">Hopefully, just one for both Planning and Engineering</a>
Item 2:	What is the City's desired time commitment for the engineer and the planner per week, respectively? <a href="#">TBD, depending on workload.</a>
	<b>Staffing</b> Is it acceptable for us to assign a point of contact, and then pull in topic matter experts from our firm to assist with specialty aspects of reviews? <a href="#">We would prefer not to. We would require a specific person assigned to the project.</a>
	Is it acceptable to use some experienced junior staff as long as their work is overseen by the lead individual in the corresponding discipline? <a href="#">See answer to question above.</a>
	<b>Budgeting/costs</b> How and when would budgets be established for us, since the number of hours required for review are affected by the quality of work products being reviewed? <a href="#">Actually the number of hours to review a project are really more based on the complexity of the project under review. The number of hours monthly will be evaluated to determine where we are within our budget. We would see this as a time and materials contract, up to a certain number of hours, based on our approved budget for each year.</a>
	How are projects scheduled and deadlines for review set? <a href="#">Project will be assigned by the Planning Manager and EDR Manager to the consultant with a 2-week turnaround.</a>
	Is travel time to/from Greeley covered or does the clock start when at the City offices <a href="#">As per the RFP, no travel time to and from Greeley should be billed to us. If the consultant has to come to Greeley for in-person meetings or work, that is not billable. We don't allow our staff who don't live in Greeley to bill the City for mileage.</a>
	What postage costs should we assume we would need to cover? <a href="#">None, don't know why we would have any postage.</a>
	Would copies just be for our cost to print documents to review or is there an expectation for us to make other copies?

	<p>We won't cover copy costs if the consultant wants to print documents for review. They are available on-line and some of our staff print documents and most review on their computers and screens.</p>
	<p><b>References</b></p> <p>In Section II.C.6, the RFP asks for references. Does this mean 3 references for the firm or 3 references for each team member from the firm?</p> <p>If it's the same firm for Planning and Engineering, three total references is probably ok. If it's a team of individuals or consultants, I would say three each.</p>
	<p>Conducting our services</p> <p>How much direct communication will we have with applicants vs. with other Greeley staff who communicate with the applicants?</p> <p>Some, but limited communication with applicants. The majority of the communication will be with Greeley staff.</p>
	<p>Will we be taking on a project from start (completeness review) to finish or could we be asked to review a project after some of the Greeley staff review has already started?</p> <p>It may vary, depending on workload. It could be a project from beginning to end. Most likely the majority of the work within EDR will be components of a review and working directly with a staff engineer (for example: review of drainage report, review of TIS, or review of construction drawings ensuring compliance with the City's Code and Criteria/Specifications).</p>
	<p>In Evaluation Criterion #2 (8), we are asked to provide a specific timeline or schedule for the work. How will the timeline/schedule be determined by Greeley so we can make sure our services mesh with Greeley's established protocols?</p> <p>The timeline for review will be determined by the Planning and EDR Manager</p>
	<p><b>Management and billing questions</b></p> <p>How will Greeley want time tracked and billed? Will it be tracked/billed by project reviewed?</p> <p>Yes, we would want to see project number, project name, specific details on the actual work completed and how many hours are billed for each project, with the hourly rate. They could set it up and separate out the Planner/Engineer's time and tasks.</p>
	<p>How would Greeley want us to handle general project coordination time that isn't directly associated with reviewing a specific project?</p> <p>The consultant Planner/Engineer would coordinate directly with Julie and Mike, as managers, or directly with a staff Planner/Engineer, just like our Greeley staff would.</p>
	<p>The Scope is not defined in a manner that we can provide a cost as in a budget, but we can provide hourly rates and explain how we would propose to handle expenses. Is that what Greeley is looking for?</p> <p>Yes</p>
	<p>Is it correct for us to assume that our hourly rates need to be valid for up to one year beginning in July 2021?</p> <p>Yes, if the contract goes beyond 2021 we would request an updated rate sheet and hourly rates for the consulting staff.</p>
	<p>Can you confirm we are to submit our Proposal only via email? On page 12 of the RFP (Section IV), instructions for electronic/email submittal are provided. However, on page 13 of the RFP, it states that "The City only accepts proposals in hard copy format and does not accept proposals submitted via fax or email."</p> <p>Electronic submittals only</p>

	<p><b>The organization of the Proposal is stated differently in two places. Please reply with guidance on which way you want us to organize it:</b></p> <p>a. On pages 6 and 7 (Section II, C), it states “To achieve a uniform review process and obtain the maximum degree of comparability, proposals must be organized and contain all information as specified below:...” after which it lists Cover Letter; Brief Company Profile; Organization and Staffing; Description and Approach; Cost Proposal; and Résumé, Relevant Projects/Services with References.</p> <p><i>we need all this information</i></p> <p>b. On pages 13-15 (Section V, Response Format), it states “The following items are to be included in your proposal, in the order listed. Deviation from this may render your proposal non-responsive.” after which it lists Cover Letter, Use of Subcontractors/Partners, Minimum Mandatory Qualifications, Company Information, Evaluation Criteria, and Proposal Acknowledgement.</p> <p><i>we do not need two cover letters, but all other information is important for our decision making.</i></p>
	<p>How many hours per week is anticipated for planning services?</p> <p><i>On-call basis, hours vary</i></p>
	<p>How many hours per week is anticipated for a civil engineering services?</p> <p><i>same as above</i></p>
	<p>Do you anticipate that the on-call contract could be extended for longer than a year? If so, how many years?</p> <p><i>not known at this time</i></p>
	<p>Confirm whether one or multiple firms/teams may be selected</p> <p><i>1 firm is preferred</i></p>
	<p>Will the requirements for a submittal be a complete Team/Firm that includes BOTH Planning and Engineering; or will different firms be able to propose for Planning only or Engineering only? (Since they will be working under separate Department Managers and expectations.)</p> <p><i>we prefer responses from 1 firm, but if the firm is only able to submit just an engineer or planner we will need a completed application, just for the engineering or the planning sections of the RFP</i></p>
	<p>What do you anticipate the time commitment to entail with regards to attendance at Planning staff and ART meetings? Are they weekly meetings?</p> <p>Is in-person attendance required or is virtual still anticipated/permitted for certain meetings?</p> <p><i>Generally weekly, in-person would be preferred and occasional virtual meetings</i></p>
	<p>Clarify “Be present at the City and hold regular office hours” in Section II.A.A.; Is this intended to have a physical presence (office space, computer/server access, etc) at the Greeley offices during regular hours?</p> <p><i>This would be on a case by case, as needed. Office hour needs will vary.</i></p>
	<p>Will interviews be expected for only engineering per Section I.B.2?</p> <p>Or is this intended to confirm experience, qualification, potential conflicts of interest with applicable planning and/or engineering services needed?</p> <p><i>This will depend if one or two firms are selected to be interviewed</i></p>
	<p>Is there a limitation to the number of 6-month extensions?</p> <p><i>Not at this time. We will reevaluated near the end of the 6-month timeline</i></p>

	<p>It appears there are two required response formats. Which should be used? Section II.C or Section V.A-D?</p> <p><a href="#">We need both responses, although some of the information could be combined.</a></p>
	<p>Can you please clarify whether the City is wanting an electronic or hard copy submittal? There is conflicting requirements in different sections of the RFP.</p> <p><a href="#">Electronic submission only</a></p>
	<p>Does the City have an expected an average weekly effort we should base our fee on? Or is this truly an indefinite delivery/indefinite quantity contract where submitting hourly rates and general availability for the team will suffice?</p> <p><a href="#">Hourly rates will suffice.</a></p>