



**RFP-16-04
ADDENDUM 1
BICYCLE / PEDESTRIAN MASTER PLAN UPDATE**

DATE: March 21, 2016

FROM: Jennifer Nellis, Purchasing Agent 

PROPOSALS DUE: THURSDAY, March 31, 2016, BY 4:00 P.M. OUR CLOCK

The following information is provided to all prospective offerors and is hereby made a part of the above-referenced proposal documents. **Proposers must acknowledge this Addendum 1 with their submittal.** This addendum is a total of three page(s) and includes the attached Non-Collusion Affidavit.

CLARIFICATION, ADDITIONAL INFORMATION, CHANGES:

1. Question: **Is there an estimated budget or range of fees anticipated for this master plan effort?**

Answer: We suggest a fee range of \$30-60K, final amount will be based on negotiable scope.

2. Question: **In the RFP, it mentions that a public process is anticipated. Is there any guidance from the City of what this process includes (ie. meetings, surveymonkey questionnaire's, newsletters, social media etc.)**

Answer: Based on the Consultant's past experience, the City requests that each Consultant's proposal include best practices and most successful methods for a public process. This aspect of the scope of work is subject to negotiation.

3. Question: **On page 7, section C.6 requests "Provide Samples of items similar to those requested in this RFP, produced by the proposing firm."**

Is the City seeking copies of comparable municipal bicycle/pedestrian plans in their entirety? If so, would it be permissible to provide links to online copies of these plans in the proposal document or to provide full samples on an enclosed CD or USB drive? If the City desires paper copies to be included with our responses, will these samples count toward the 75-page limit? If we should provide paper copies and remain within the 75-page limit, would the city prefer a single sample of a plan (up to the 75-page limit) or would the evaluation committee prefer excerpts from multiple sample plans?

Answer: If possible within the 75-page limit of the proposal, please include examples of one or two executive summaries from past bicycle / pedestrian master plan and update projects. In addition, providing links to online copies is permissible and appreciated.

4. Question: **On page 7, item d., under Signature Page, Forms, Insurance Requirements, a Non-Collusion Form is requested however is not included as part the RFP. Is the form required? If so, is a copy available for download?**

Answer: The form is included with this Addendum as an attachment.

CLARIFICATION

Should award of this work require Council approval on May 9th, the start date is likely to be in late May or early June following receipt of insurance certificates and the fully executed agreement.

Visit the City website for bid documents, addendum, project updates at www.ci.wheatridge.co.us

POINT OF CONTACT: Jennifer Nellis, Purchasing Agent, jnellis@ci.wheatridge.co.us or fax 303-234-5924 or phone 303-235-2811. Do not contact the user department or evaluation committee.

CITY OF WHEAT RIDGE, CO
NON-COLLUSION AFFIDAVIT
RFP-16-04
Bicycle / Pedestrian Master Plan Update

COMPANY SUBMITTING BID _____

STATE OF: _____

COUNTY OF: _____

_____ of lawful age, being duly sworn, on oath says that (s)he is the agent authorized by the Bidder to submit the attached bid. Affidavit further states that the Bidder has not been a party of any collusion among Bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or any Federal, State or Municipal official or employees as to quantity, quality, or price in the prospective Contract, or any other items of said prospective Contract; or in any discussions between bidders and any Federal, State or Municipal official concerning exchange of money or other thing of value for special consideration in the letting of a Contract.

NAME _____

TITLE _____

Subscribed and sworn to before me this ____ day of _____, 20__

NOTARY PUBLIC SIGNATURE

My Commission Expires:

Bidder must complete and SUBMIT this form with bid/proposal or will be considered Non-Responsive and/or Non-Responsible and therefore disqualified from bidding.