



RFP-19-15
ADDENDUM 2
44th AVENUE SUB-AREA PLAN
CONSULTING SERVICES

A handwritten signature in black ink, appearing to be "JMN", is written to the right of the addendum title.

DATE: September 17, 2019
FROM: Jennifer Nellis, Purchasing and Contracting Agent
PROPOSALS DUE: THURSDAY, SEPTEMBER 26, 2019, BY 4:00 P.M. OUR CLOCK

The following information is provided to all prospective proposers 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 3 pages.

CLARIFICATION, ADDITIONAL INFORMATION, CHANGES:

- 1. Please clarify if we should follow the submittal requirements outlined on page 6 or the selection process outlined on page 7.**

Follow the submittal requirements outlined on page 6, which will be reviewed based on the evaluation criteria listed in the selection process section on page 7. The information listed on page 7 should be incorporated within the appropriate sections of the proposal.

- 2. Please clarify what is meant by “create and charter a steering committee...” (Page 4, 2nd bullet under Public Engagement)**

The project consultant will be in charge of identifying key stakeholders and putting together a community group that can help provide insight, guidance, and support for the project. The consultant will charter such group by leading and facilitating meetings that will empower the group to provide project oversight and community perspective. The consultant will need to document any concepts produced by the steering committee and use the information at their discretion to guide the recommendations of the plan. The primary objective is to ensure a successful inclusive process, obtain guidance from the community, and ensure the project successfully captures community goals.

- 3. Please clarify whether the final deliverable is required to pass Town Council review, reading, and approval?**

Yes, the final deliverable will be required to be approved by City Council (see Comprehensive Plan Amendment process).

- 4. Bullet 1, page 4, under Public Engagement it states for the consultant to “utilize an innovative online platform, such as Bang the Table TM...” Page 5, number 1 under Project Deliverables, states “Development and Management of a project website for the duration of the project...” Will Bang the Table be available to the consultant, at no cost of the consultant, for the online web purposes? Or should the consultant self-perform and provide these services to the project?**

The consultant will provide content throughout the project for staff to update the city’s website, which will be available for use throughout the project. Separately, the City has included in the 2020

budget the cost of an account through Bang the Table. Assuming it is approved (Council adopts the 2020 budget in October), we anticipate providing the consultant with a login in order to manage the project through Bang the Table. We do not anticipate this subarea plan to bear the cost of the Bang the Table platform. The cost of any other service, if included in the proposal, should be reflected in the consultant's fee estimate.

5. **Page 7, Approach C8 and C9 appear to pertain to construction documentation, estimates, and value engineering. Please confirm this does not pertain to this project.**

Correct. Information pertaining to construction documentation, estimates, and value engineering does not pertain to this project.

6. **Page 10, item 10 Subcontracting, states that no portion may be subcontracted without written approval by the City. Please clarify that subconsultants may be built into our teams for our proposal.**

Yes, subconsultants may be built into the consultant teams for your proposal.

7. **When identifying and evaluating opportunity projects, should we expect the City to provide feedback to the consultant on their ability to provide funding for various cost items and the scale and structure of those funding sources?**

Yes, the City will be involved and available to provide feedback on funding ideas. However, 44th Ave is not currently within an Urban Renewal Area and has little funding sources available. Likely funding or incentive tools will need to be addressed in the action plan.

8. **Please clarify if a separate/sealed fee estimate is required with the proposal response, or only due at the shortlist/interview stage?**

The itemized fee estimate is required with the proposal response.

9. **Is there an existing traffic model/software that Wheat Ridge would like the consultants to use/modify for the Traffic Analysis?**

The City does not have any existing traffic model that can be utilized for this study. As for traffic modeling software, software model such as Synchro is necessary for the study that can perform operational and planning analyses supports the Highway Capacity Manual's for arterial street such as 44th Avenue, which can analyzed signalized and un-signalized intersections or network. Overall, anticipated analysis to perform at the local and network levels that shall include LOS, capacity, sensitivity analysis for growth, queue analysis and travel time.

Please complete the attached Non-Collusion Form and include it with your proposal materials.

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

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 _____, 2019

NOTARY PUBLIC SIGNATURE

My Commission Expires:

This affidavit applies to RFP-19-15
44th Ave SUB-AREA PLAN CONSULTANT

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.