



**RFQ-JN-17-19
ADDENDUM 2
PROFESSIONAL CONSULTING SERVICES
For INVESTING 4 the FUTURE Projects**

DATE: June 23, 2017

FROM: Jennifer Nellis, Purchasing Agent 

SUBMITTALS DUE: THURSDAY, JULY 13, BY 4 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 2 with their submittal.** This addendum is a total of three (3) pages.

CLARIFICATION, ADDITIONAL INFORMATION, CHANGES:

CHANGE TO SCHEDULE: In response to several question concerning important issues, the deadline for questions and the submittal deadline for this RFQ have been extended by one week. The revised schedule is as follows:

III. ANTICIPATED SCHEDULE OF EVENTS

All times are local and by our clock.

RFQ Issued & Advertised	June 5 and 12, 2017
MANDATORY Pre-RFQ Meeting	June 16, 2017 at 2:00 pm (City Hall)
Questions Due	June 29, 2017 by Noon
Final Addendum	July 6, 2017
Proposal Due Date and Time	Thursday, July 13, 2017 by 4:00 pm
Short List	July 24, 2017
Interviews	Week of July 31, 2017
Negotiation of Contract	By September 8, 2017
Council Action Form Due	September 15, 2017
Council Approval	September 25, 2017
Issue Notice to Proceed	October 29, 2017

1. Question: The RFQ requires that the Consultant's pre-negotiation audit with CDOT must be current prior to award of the contract. Since we have not bid on any CDOT work, we have never gone through the pre-negotiation audit process. As CDOT has explained to us, this is a long and drawn out process that takes several months to complete including an outside audit. We have plenty of experience working for Cities on local agency projects, and this has never been an issue.

Since this RFQ is only dealing with CDOT from the "Local Agency Project" perspective, is it really necessary to have this requirement? We will not be getting paid directly by CDOT, the payments will be a pass through the City.

Answer: We had originally required the pre-negotiation audit because several of the projects involve working with CDOT and this helps us as a small municipality to ensure that we have qualified consultants working on our CDOT related projects. However, given that much of the workload may not involve CDOT, we have decided to eliminate the requirement for the pre-negotiation audit.

We will still require that all of the inspectors that will be involved be current on their CDOT certifications for the items that they will be inspecting, regardless of whether CDOT is involved in the project.

2. Question: What specialties are the consultant expected to be pre-qualified in by CDOT?

Answer: See answer for Question #1.

3. Question: Is it the City's preference to select a single consultant for all of the work outlined in the RFQ and addendum or does the City wish to have different contractors for each?

Answer: In order to simplify our oversight and reduce overhead, we would prefer that a single consultant be selected for this scope of work. Recognizing that there is a wide variety of tasks and disciplines needed, we would anticipate that the selected consultant could be made up of a team of individual firms all providing the expertise needed.

A single firm that can provide all of the tasks and disciplines will not necessarily be ranked higher than a consultant team made up of several firms. If absolutely necessary, we may be required to select more than one consultant team to handle all of the work, but that is not preferred.

4. Question: If our company does not fully meet all the requirements for the entire scope of the tasks, is it better for us to put a team together with other consultants?

Answer: See answer to Question #3 above.

5. Question: Will consultants be selected based on their expertise in a particular area? For instance, a civil engineering firm would be considered to review civil plans or manage the construction of the civil construction---and a structural engineering firm may be selected to review the vertical construction plans --etc?

Answer: See answer to Question #3 above.

6. Question: Is a licensed landscape architect required for the project?

Answer: Yes, the services of a licensed landscape architect will be necessary to review the streetscape that will be a part of almost every street project, the work at Anderson Park, and the potential park at the station area.

7. Question: Will signal coordination (timing, software installation, management) be a requirement of the project(s)?

Answer: The ability to review all aspects of traffic signal planning, design, and construction will be a necessary service.

8. Question: In the mandatory pre submittal meeting, there was some discussion regarding the QA/QC expected for the projects. Now that the park has been added, what are the expectations for QA/QC related to park construction compared to other improvements?

Answer: We would expect a similar level of QA/QC. However, the types required will be expanded to include building related items.

9. Question: We provide geotechnical engineering and construction materials testing services, will these projects require our services? If so will they be contracted through the general contractor or the City?

Answer: For some of the projects, we will be required to provide independent testing services from the contractor that is constructing the project. So, testing services will be one of the services that will need to be provided by the selected consultant.

10. Question: Will the sub consultants be precluded from future projects under this contract as well, or just the prime consultant?

Answer: This will likely need to be determined on a case by case basis. The goal is to prevent a conflict of interest. Certainly, any firm that is working under this contract will not be able to work for the City, a private developer, or other entity whose work would then be under the oversight of the selected consultant.

11. Question: If a geotechnical firm is part of the successful team and will be providing construction inspection/management, will they be disqualified from submitting on the separate request that the City will make for quality assurance materials testing and special inspection services for these projects? Additionally, will they be able to provide any separate materials testing for the associated private developers or contractors since materials testing is a separate scope from the Professional Consulting Services in this request for qualifications?

Answer: See answers to Questions 9 and 10.

12. Question: The scope of services outlined in the presentation appears to be narrower than the text of the RFQ is this a modification of the scope?

Answer: The scope of services in the presentation were designed to cover the larger aspects of the scope of work. The scope of services outlined in the RFQ and addenda are what is required from the consultant.

13. Question: Is there a standard construction management / project management reporting software package, other than Microsoft Project and Microsoft Access as identified in the RFQ, that the City of Wheat Ridge would like to see used for daily project status reporting?

Answer: No, we will work with the selected firm's software and format of status updates.

14. Question: You mention in the RFP that "The total all-inclusive page limit is 75 pages letter size." Is it possible for us to use 11 x 17s for our organization chart and other graphics that require an 11 x 17? If so, will 11 x 17 pages count as 2 pages or just 1?

Answer: Larger format pages will only count as one page. The 75 page limit is a guideline to keep all proposals comparable in length.

15. Question: We were never notified directly about Addendum 1 (to the best of our knowledge). We received the addendum from one of our subs. Are notifications being sent to the people who signed in at the mandatory pre-bid meeting or is there some place else that we need to be checking?

Answer: The addendum was posted to RMEPS which sends an email out to registered vendors, and it was also posted to our city website. We will continue to post to those places and not provide separate notification to the people who attended the meeting.

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.