

ADDENDUM No. 1

RFP No. 18-15

Development of Right-Of-Way/Street Closure Requirements

Due Date: April 18, 2018 by 2:00 p.m. (local time)

The following changes, additions, and/or deletions shall be made to the Request for Proposal for Development of Right-Of-Way / Street Closure Requirements, RFP No. 18-15, on which proposals will be received on/or before the date and time listed above.

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes two (2) pages.**

The Offeror is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document must be included in submitted proposal:

- Attachment C – Declaration of Compliance Non-Discrimination Ordinance
- Attachment D - Living Wage Declaration of Compliance
- Attachment E - Vendor Conflict of Interest Disclosure Form

Proposals that fail to provide these completed forms listed above upon proposal opening will be rejected as non-responsive and will not be considered for award.

I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Offerors are directed to take note in their review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: Can additional detail be provided about the format of the standard specifications language to be developed? Is it the City's expectation that these documents will include process flow diagrams or other graphics?

Answer 1: *Yes the City expects process flow diagrams and graphics to the extent necessary to make the final product as user friendly as possible.*

Question 2: Does the City plan to utilize internal legal review of the draft ordinance or is an attorney review of the ordinance an expected responsibility of the selected firm?

Answer 2: *Yes, the City will utilize internal review.*

Question 3: Does the City have any documentation on the City's current program? If yes, can this be provided?

Answer 3: <https://www.a2gov.org/departments/engineering/Pages/Engineering-and-Contractor-Resources.aspx>

See also:

<https://www.a2gov.org/services/Documents/Barricade%20Permit%20Application%202017.pdf#search=Street%20Barricade%20Permit>

Question 4: Does the City have any target project milestone dates (e.g., completion of staff interviews, project completion, etc.)? If yes, can those dates be shared?

Answer 4: The City expects responders to provide a proposed schedule.

Question 5: Does the City have a preference for the number of cities (between 5 and 10) to be included in the benchmarking? For budgeting purposes should proposers assume the maximum (10)?

Answer 5: There is not a predetermined amount but 5 – 10 seems reasonable.

Question 6: Should proposers assume that each of the three presentations to public bodies occur on different dates or is there an opportunity to present to multiple bodies during a single day?

Answer 6: Assume they will take place on different days and times.

Question 7 Does the City desire any regular status updates as part of the project? If yes, at what frequency (e.g., biweekly, monthly)?

Answer 7: Yes. The recommended frequency should be proposed by the consultant and included in their proposal.

Question 8: Does the City have a budget for this project? If yes, can it be shared?

Answer 8: There has not been a specific budget established.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.