



Purchasing Division

## **ADDENDUM NO. 2**

**DATE:** October 1, 2020  
**FROM:** City of Grand Junction Purchasing Division  
**TO:** All Offerors  
**RE:** Real Estate Broker Services for the City of Grand Junction, CO RFP-4832-20-DH

Offerors responding to the above referenced solicitation are hereby instructed that the requirements have been clarified, modified, superseded and supplemented as to this date as hereinafter described.

Please make note of the following clarifications:

1. Q. **Page 11, Section 3.1:** Will a Certificate of Insurance be required in our proposal?

A. No, a Certificate of Insurance will not be required at the time of proposal submission. Only the awarded firm will be required to provide a Certificate of Insurance upon contract signing.

2. Q. **Pages 12-13, Section 4.1:** Will the City seriously consider a proposal that would use a public auction format to sell real estate *and if not, why not?*

A. The City is seeking a firm that can best meet the needs/requirements of the Scope of Services as stated in the solicitation documents. The City is open to options for real estate broker services.

3. Q. **Pages 12-13, Section 4.1:** Does the City have a list of properties it wishes to sell once this contract is executed and if so, can we have a copy of that list so that we can review the properties as part of our proposal?

A. The only property contemplated for sale at this point is 2982 Patterson Rd, Grand Junction, CO.

4. Q. **Page 13, Section 4.2.1:** Will the City be willing to reimburse us for our pre-budgeted and pre-approved (by the City) out-of-pocket marketing and advertising costs to sell its properties?

A. The contract costs associated with the required services shall be paid based both upon the Firm's submitted fee proposal and any negotiated portions of the fee proposal that are incorporated into the contract.

5. Q. **Page 16, Section 6.2:** Is there any kind of scoring matrix to objectively determine the highest scoring proposal, or is the decision purely subjective based on the factors listed and the feelings of

the reviewers? Without some sort of objective scoring matrix, this decision could be highly subjective and subject to biases of each reviewer. Please clarify.

A. Yes. The initial proposal evaluation is based on a scoring matrix for each of the evaluation criteria stated in Section 6.0 Evaluation Criteria and Factors. Each criterion has a scoring range of 1-10 (1 being the lowest score, and 10 being the highest score). Based on these scores, and proposal discussions, the evaluation committee determines if interviews are needed to make an award, and if so, are also taken into consideration along with other stated factors, as per the previously mentioned Section.

6. Q. **General:** Is there a current incumbent real estate brokerage/brokerage firm under contract to the City and if so, which firm is it?

A. No.

7. Q. **General:** Has the City discussed any of the properties contemplated to be sold, acquired or leased with any broker or brokerage firm prior to the issuance of this RFP and if so, which broker(s) and/or brokerage firm(s)?

A. Past discussions regarding the past sales or potential sales of any City properties has no bearing on this proposal. However, any firm may request an Open Records Request from the City of Grand Junction Records Manager.

8. Q. **General:** Has the City employed any broker or brokerage firm to assist it in drafting and issuing this RFP and if so, which broker(s) and/or brokerage firm(s).

A. No.

9. Q. **General:** Which broker(s) and/or brokerage firm(s) has the City employed within the past 10 years?

A. See answer to question 7.

The original solicitation for the project noted above is amended as noted.

All other conditions of subject remain the same.

Respectfully,



Duane Hoff Jr., Senior Buyer  
City of Grand Junction, Colorado