



Purchasing Division

## **ADDENDUM NO. 1**

**DATE:** March 16, 2021  
**FROM:** City of Grand Junction Purchasing Division  
**TO:** All Interested Parties  
**RE:** Strategic Planning Consultant RFP-4891-21-SH

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to the above referenced solicitation are hereby instructed that the requirements have been clarified, modified, superseded and supplemented as to this date as hereinafter described.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

**Question 1.** Is there a budget or not-to-exceed price for the project?

**Answer:** There is a budget, but it will not be shared at this time.

**Question 2.** Is the "matrix" described in Phase 2 an already-existing document, or this a document we produce from Phase 1?

**Answer:** The matrix is associated with the recently adopted Comprehensive Plan and is in review by City Council.

**Question 3.** Did the City have a consultant create your strategic plan for 2019, and, if so, who was it?

**Answer:** Yes, it was Tanner LLC.

**Question 4.** Have you hired consultants to create your strategic plan in years prior to 2019? If so, who was it?

**Answer:** Yes, in 2017. It was Tanner LLC.

**Question 5.** What level of ownership has the City Council had in the existing strategic plan? Were they highly engaged in its development, and do they routinely participate in monitoring progress?

**Answer:** The strategic plan is an expression of the priorities of City Council.

**Question 6.** Has the City evaluated the effectiveness of its previous strategic planning process, as well as the implementation effort? If so, what improvements is the City hoping to make during the upcoming planning cycle?

**Answer:** The City has evaluated the effectiveness of the strategic planning process and the process outlines in this cycle reflects those suggested changes.

**Question 7.** Does the City wish to engage the community and external stakeholders in Phase 1 of the project with the goal of informing the Council's planning effort? Or, is it the City's intent to have the consulting team leverage stakeholder and community input from the development of One Grand Junction, the City's comprehensive plan? If the City does wish to engage the community as part of Phase 1, can you provide a list of groups and individuals expected to be involved in the effort?

**Answer:** No external stakeholders are involved. The scope of this project is solely with City Council and staff.

**Question 8.** Does the City expect all of the work to be conducted virtually or is there an expectation that facilitated sessions with the City Council and with executive leadership to be conducted in-person? If there is an expectation of on-site work, please describe when and where that work is requested.

**Answer:** This is yet to be decided based on public health recommendations.

**Question 9.** Does the City have a budget for this project? If so, can the City please share the amount budgeted?

**Answer:** Please see Question 1.

**Question 10.** To what extent will County staff and resources be available to help support the consulting team in the scheduling of any required stakeholder engagement activities?

**Answer:** *City* staff will be available as necessary.

**Question 11.** Could you please identify the contract amounts for the strategic plans awarded in 2017 and 2019?

**Answer:** In 2017 the City spent \$11,820 and in 2019 \$9,556.75.

**Question 12.** When is the pre-proposal conference and what time is it scheduled for?

**Answer:** There is no pre-proposal conference.

**Question 13.** When was the last City Comprehensive Plan completed? Can a copy be provided for us?

**Answer:** The latest Comprehensive Plan was completed in 2020. It can be found on the City's website at <https://www.gicity.org/359/Long-Range-Planning>.

**Question 14.** Is there are Steering Committee proposed for this engagement?

**Answer:** No.

**Question 15.** Is there a project completion timeline for the Strategic Plan? Start and End dates and estimated tenure?

**Answer:** Please see Section 4.3 and 4.4 of the original RFP document.

**Question 16.** Is there a budget allocated for this portion of the project?

**Answer:** Please see Question 1.

**Question 17.** If needed, can meetings be conducted virtually?

**Answer:** Please see Question 8.

**Question 18.** Is there a page limit to the proposal response?

**Answer:** No. However, the City would appreciate a reasonable amount and is not expecting anything excessive.

**Question 19.** On page six, the RFP states that a minimum standard for a responsible prospective offeror is "have satisfactory record of integrity and ethics." Are you looking for specific documentation or outlined examples of this?

**Answer:** The requirements for submittal are found in Section 5.0. This particular information would be addressed in Item 5.B.

**Question 20.** Council “high-level goals and priorities” are highlighted on page 15 of the RFP as something consultant meetings should establish. Are there existing priorities that you wish to remain at the forefront of this conversation?

**Answer:** High-level goals and priorities shall be established through this process.

**Question 21.** Is there a budget already allocated to this project?

**Answer:** Please see Question 1.

**Question 22.** One of the final deliverables for the scope of services is an implementation matrix. Will the firm developing this plan be considered for implementation?

**Answer:** The awarded Consultant will be developing a final Implementation Matrix as one of the two final products outlined in Section 4.1.2.4. So, yes, the firm developing the Strategic Plan will be the same firm who develops the implementation matrix.

**Question 23.** It appears the City completed a strategic plan in 2019. How well did it go and what about the plan and process does the City want to repeat and/or do differently?

**Answer:** The City found the previous Strategic Plan to be completely satisfactory.

**Question 24.** Who was involved within the City in lead roles and are they participating again?

**Answer:** The Consultant, City Council and City staff were involved, and those roles will be involved again.

**Question 25.** Did the City use external help the last time? If yes, what advantage, if any, would such a vendor have in competing for the current work?

**Answer:** If you mean by “external help” a contracted Consultant, yes. All vendors are welcome to participate in the solicitation process and all will be evaluated based on the information contained in the RFP document.

**Question 26.** There is benefit and challenge in enlisting external input into public sector Municipal Strategic Planning. What entities/groups do you want to participate in this process – community stakeholder groups, citizens, other government entities, etc.?

**Answer:** The scope of this project is solely with City Council and staff.

**Question 27.** What are possible challenges to the successful and/or speedy work on this Strategic Plan at the City?

**Answer:** The City expects the awarded Consultant to determine this information and help address it in the finished product.

**Question 28.** What is your budget or budget range or how much have you spent on similar work in the past?

**Answer:** Please see Question 1 and 11.

**Question 29.** Will answers to questions from all potential vendors be shared among us?

**Answer.** Yes. Please see Sections 1.10, 4.4 and 7.0 of the original RFP document.

**Question 30.** Section 4.2 indicates that Council interviews should be done within 2 weeks of the April 6 election and that the three Council positions not up for reelection could be interviewed prior to April 6. However, Section 4.4 anticipates contract execution on April 12. Does that mean the expectation is the interviews are conducted between April 12 and April 20?

**Answer:** The Tentative Time Schedule in Section 4.4 was revised several times during the planning phase before the document was posted, and the verbiage was overlooked. The intent is to have the meetings scheduled as soon as possible.

**Question 31.** Is there a budget range for this project?

**Answer.** Please see Question 1 and 11.

**Question 32.** Is there a dollar amount the City is anticipating spending and/or has reserved in the 2021 Budget for this project? How much did the 2019 Strategic Plan cost?

**Answer:** Please see Question 1 and 11.

**Question 33.** How detailed would you like the cost proposal? The form you've requested at the end of the RFP has only lump-sums for Phase I and II with both an in-person and virtual options, but would you also like something attached that outlines each step of each phase and related costs? (i.e. 4.1.1.1 – Review the City's Comprehensive Plan – Related Cost; 4.1.1.2-Meet individually with each Council member-Related Cost)

**Answer:** Please provide the related cost for each phase as noted in Section 7.

**Question 34:** The City utilized a facilitator to complete the 2019 Plan. Is there a reason The City is looking to use a Strategic Planning Consultant instead of using a facilitator to create the 2021 Strategic Plan?

**Answer:** The City used a Strategic Planning Consultant in 2019.

**Question 35:** Was the City happy with the team of Houseal Lavigne, Williford, and JR Engineering who did the 2020 Comprehensive Plan and the work product they produced? Is the City likely to select different team, assuming they submit a proposal?

**Answer:** This specific project, RFP-4891-21-SH, is to select a Consultant to help produce a Strategic Plan for City Council and staff. All proposals submitted will be considered.

**Question 36:** Who is likely to be on the selection committee for this project?

**Answer:** Individuals from different departments will comprise the evaluation committee.

**Question 37:** Can the City elaborate further on the timeline regarding the two phases? Are there any key milestones of note beyond the Council interviews?

**Answer:** The milestones are all found in Section 4 of the RFP document.

**Question 38:** Please provide the percentage (%) for weighing the evaluation factors (e.g. 20% for experience, 40% for understanding project objectives, etc).

**Answer:** There are no weights or percentages.

**Question 39:** Is there a designated budget for this opportunity?

**Answer:** Please see Question 1.

**Question 40:** What other city councils does the City of Grand Junction look to as they admire across CO or elsewhere?

**Answer:** There is no response to this question.

**Question 41:** Can a copy of the full current strategic plan be shared prior to award?

**Answer:** The current plan is available on the City's website:

<https://www.gjcity.org/DocumentCenter/View/469/2019-Grand-Junction-Strategic-Plan-PDF>

**Question 42:** Who was awarded the contract in 2019?

**Answer:** Please see Question 3.

**Question 43:** Can we have a copy of the contract?

**Answer:** A sample contract is included at the end of this Addendum document.

**Question 44:** Can we get a copy of the implementation plan matrix?

**Answer:** Please see Question 2. Once finalized, a copy will become available.

**Question 45:** How was progress of the last plan tracked and reported to city council? Can you share any tracking or reporting documents?

**Answer:** Progress is tracked internally by staff.

**Question 46:** How were the final results of the last plan reported to city council?

**Answer:** Final results are presented by staff to Council in memo format.

**Question 47:** Who is on the proposal review panel?

**Answer:** Please see Question 36.

**Question 48:** How will you make the decision to do interviews or not?

**Answer:** Firms will be ranked using the criteria listed in Section 6.2. A short list will be developed using that criteria. Interviews may or may not be needed based on the number of firms on the short list.

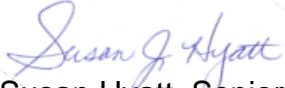
**Question 49:** If you hold interviews, who will be on the interview panel?

**Answer:** Please see Question 36.

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

All other conditions of subject remain the same.

Respectfully,



Susan Hyatt, Senior Buyer  
City of Grand Junction, Colorado

**SAMPLE CONTRACT**



CITY OF GRAND JUNCTION, COLORADO

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**CONTRACT**

This CONTRACT made and entered into this **XXX** day of **XXXXXXXX** by and between the **City of Grand Junction, Colorado**, a government entity in the County of Mesa, State of Colorado, hereinafter in the Contract Documents referred to as the "Owner" and **XXXXXX** hereinafter in the Contract Documents referred to as the "Contractor."

WITNESSETH:

WHEREAS, the Owner advertised that sealed Responses would be received for furnishing all labor, tools, supplies, equipment, materials, and everything necessary and required for the Project described by the Contract Documents and known as **XXXXXX**

WHEREAS, the Contract has been awarded to the above named Contractor by the Owner, and said Contractor is now ready, willing and able to perform the Services specified in accordance with the Contract Documents;

NOW, THEREFORE, in consideration of the compensation to be paid the Contractor, the mutual covenants hereinafter set forth and subject to the terms hereinafter stated, it is mutually covenanted and agreed as follows:

**ARTICLE 1**

Contract Documents: It is agreed by the parties hereto that the following list of documents which are attached hereto, bound herewith, or incorporated herein by reference constitute and shall be referred to either as the "Contract Documents" or the "Contract", and all of said documents taken together as a whole constitute the Contract between the parties hereto, and they are fully a part of this agreement as if they were set out verbatim and in full herein:

The order of contract document governance shall be as follows:

- a. The body of this contract agreement
- b. Negotiated Terms and Conditions/Scope of Services etc.;
- c. Solicitation Documents for the Project; **XXXXXX**;
- d. Contractors Response to the Solicitation
- e. Service Change Requests;
- f. Field Orders, if any;
- g. Change Orders, if needed.

**ARTICLE 2**

Definitions: The clauses provided in the Solicitation apply to the terms used in the Contract and all the Contract Documents.

**ARTICLE 3**

Contract Services: The Contractor agrees to furnish all labor, tools, supplies, equipment, materials, and all that is necessary and required to complete the tasks associated with the Services described, set forth, shown, and included in the Contract Documents as indicated in the Solicitation Document.

**ARTICLE 4**

Contract Time: Time is of the essence with respect to this Contract. The Contractor hereby agrees to commence Services under the Contract on or before the date specified in the Solicitation from the Owner, and to achieve Final Completion of the Services no later than **XXXXXX**.

ARTICLE 5

Contract Price and Payment Procedures: The Contractor shall accept as full and complete compensation for the performance and completion of all of the Services specified in the Contract Documents, the Not to Exceed Amount of **XXXXXXXXXX**. If this Contract contains unit price pay items, the Contract Price shall be adjusted in accordance with the actual quantities of items completed and accepted by the Owner at the unit prices quoted in the Solicitation Response. The amount of the Contract Price is and has heretofore been appropriated by the Grand Junction City Council for the use and benefit of this Project. The Contract Price shall not be modified except by Change Order or other written directive of the Owner. The Owner shall not issue a Change Order or other written directive which requires additional services to be performed, which services causes the aggregate amount payable under this Contract to exceed the amount appropriated for this Project, unless and until the Owner provides Contractor written assurance that lawful appropriations to cover the costs of the additional services have been made.

Unless otherwise provided in the Solicitation, monthly partial payments shall be made as the Services progress. Applications for partial and Final Payment shall be prepared by the Contractor and approved by the Owner in accordance with the Solicitation.

ARTICLE 6

Contract Binding: The Owner and the Contractor each binds itself, its partners, successors, assigns and legal representatives to the other party hereto in respect to all covenants, agreements and obligations contained in the Contract Documents. The Contract Documents constitute the entire agreement between the Owner and Contractor and may only be altered, amended or repealed by a duly executed written instrument. Neither the Owner nor the Contractor shall, without the prior written consent of the other, assign or sublet in whole or in part its interest under any of the Contract Documents and specifically, the Contractor shall not assign any moneys due or to become due without the prior written consent of the Owner.

ARTICLE 7

Severability: If any part, portion or provision of the Contract shall be found or declared null, void or unenforceable for any reason whatsoever by any court of competent jurisdiction or any governmental agency having the authority thereover, only such part, portion or provision shall be effected thereby and all other parts, portions and provisions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, City of Grand Junction, Colorado, has caused this Contract to be subscribed and sealed and attested in its behalf; and the Contractor has signed this Contract the day and the year first mentioned herein.

The Contract is executed in two counterparts.

**CITY OF GRAND JUNCTION, COLORADO**

By: \_\_\_\_\_  
**XXXXXXXXXX**

\_\_\_\_\_ Date

**XXXXXXXXXX**

By: \_\_\_\_\_  
**XXXXXXXXXX**

\_\_\_\_\_ Date