



ADDENDUM NO. 3

DATE: June 8, 2015
FROM: City of Grand Junction Purchasing Division
TO: All Offerors
RE: RFP-4055-15-SH Grand Valley Housing Needs Assessment

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to the above referenced solicitation are hereby instructed that the requirements have been clarified, modified, superseded and supplemented as to this date as hereinafter described.

1. **Question 1:** Referencing 4.2.5 (Community Meetings/Focus Groups): Can the consultant propose other methods of gather community input? – Yes, consultant may propose other ways of collecting information, but the suggestion is to have at least several visits to the community.
2. **Question 2:** Referencing 4.3.3 (Section Overall): Can we present and evaluate data for this section on a community level, or must this be done on a census tract level? – Section 4.3 states “Each element shall be documented and assessed by the overall Grand Valley area, community and census tract wherever possible”.
3. **Question 3:** Is there a budget or not-to-exceed amount for this project? – Yes, there is a budget amount specified, but it will not be disclosed at this time.
4. **Question 4:** In section 4.2.1, the RFP addresses “Update the vulnerability index for chronically homeless”. It also cites this at 4.3.4.D as “Include update to the vulnerability index for chronically homeless persons”. My question is: Will the City of Grand Junction provide the completed vulnerability surveys of the homeless; or Will the Contractor be required to field this survey and collect this particular type of data? – Please see Addendum No. 2 for information regarding this query.
5. **Question 5:** For the sample of previous work, can we include this on the CD or Flash Drive with the electronic submittal, or do you require this to be a hard copy? These samples are several hundred pages and for shipping and ecological purposes, we prefer to submit as electronic only. – Yes, an electronic version is sufficient.

6. **Question 6:** In Section 6.2 regarding the submittal evaluation process, one of the criteria is “Conclusions and Recommendations”, although I did not find this in Section 5, Preparation and Submittal of Proposals. The only reference to this is in Section 4.3.1 B, page 15, which is the Executive Summary of the Specifications/Scope of Services. Can you clarify? – This criterion is looking for your overall understanding of the study and all it entails; e.g., approach, process, and strategies for completing the work. It will be used in the evaluation process to determine your demonstration of project understanding. It is an area the evaluators will look for in your Proposal, as stated in Section 4.3.5. They will look for your summary, your recommendations and broad strategic goals, and other practices, changes and/or resources you identify.
7. **Question 7:** The ‘full report example’ – do you want that printed or would an electronic copy be acceptable? – An electronic copy is acceptable, see Question 5 above.
8. **Question 8:** Section 2.4 Payment & Completion seems to say that payment will only be made after the completion of the final work (report), but also says that partial payments will be made. I see 5 major portions of the report. Is it reasonable to expect that payment after the completion of each major section of work is inspected and accepted by the City? – Payment options are open for negotiation during the contract phase.
9. **Question 9:** Section 4.2.5 indicates that the consultant is “expected to hold community meetings and focus groups as needed, ...and prepare a final presentation that may be presented to community stateholds.” Since “as needed” can be left up to interpretation, and given the number of jurisdictions involved in the Grand Valley area, can the City provide clarity on the minimum number of meetings, and locations, and presentations that the City would expect. For example, would each jurisdiction expect a community meeting, and do you anticipate a presentation to the City of Grand Junction council members and Mesa County Board of Supervisors, or possible a joint meeting of the two? – The minimum number of meetings will be determined by how stakeholders are grouped; e.g., housing providers, cities and town representatives, etc. It is up to each responding Consultant how groups are formed and how many times meetings will be held. It is not necessary to provide a presentation for each community. Presentations don’t necessarily have to be done in person. There are other ways a presentation can be provided, such as web-based meeting, etc.
10. **Question 10:** In preparing our proposal we are inquiring whether the data identified below is held by or available through the City of Grand Junction:
- Residential Construction and Development Pipeline (4.3.2.C.)
 - Demolitions (4.3.3.E)
 - Housing in substandard condition or unsuitable for the elderly (4.3.3.I.)
 - Vacant Land by Use Designation (4.3.3.K.)
- It is not known if this information is available for the Valley and other communities, but some of the information is available for the City of Grand Junction.

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

All other conditions of subject RFP remain the same.

Respectfully,

Susan Hyatt
Senior Buyer
City of Grand Junction, Colorado