



Purchasing Division

## **ADDENDUM NO. 1**

**DATE:** January 26, 2018  
**FROM:** City of Grand Junction Purchasing Division  
**TO:** All Offerors  
**RE:** Contract for Professional Landscape Architectural Services RFP-4454-18-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to the above referenced solicitation are hereby instructed that the requirements have been clarified, modified, superseded and supplemented as to this date as hereinafter described.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. Are you accepting proposals for on-call Irrigation Design services as well? I didn't see that in the RFP and was wondering how you are going to address that portion of each project.  
A. Irrigation design services would be expected to be included with the requested contract services.
2. Q. Regarding the Request for Proposal, RFP-4454-18-DH, where would the City prefer the Solicitation Response Form be included in the RFP proposal?  
A. The Solicitation Response Form may be included at the end of the proposal documents.
3. Q. Is there a pre-existing on-call contract for LA services? If so, who holds it?  
A. The City has not utilized on-call landscape contractor historically.
4. Q. Can you give examples of the range or type of projects that may be released to the on-call consultant (this helps us to refine our quals)?  
A. Currently, it is unknown what specific projects for these types of services may or may not be upcoming for the intended contract period. However, a median improvement or similar would be a general type of project for such services.
5. Q. Is there a maximum fee value per task order, and maximum annual fee value for the on-call services?  
A. The City is not establishing maximum fees. However, it is estimated that \$25k would be the upper range for task order, and an estimated \$50k for the upper range of annually.

6. Q. Will all City departments have access to the on-call consultant or will there be an individual department who utilizes these services?
- A. It is anticipated that the primary users of the established contract will be Public Works – Engineering, and Parks & Recreation divisions. However, the contract may be utilized by all divisions within the City.
7. Q. Who will be the direct contact/report at the City for the consultant?
- A. To be determined per project. However, the City Purchasing Agent will be the contract administrator for the duration of the contract period(s).
8. Q. Will there be one consultant/team selected, or a short list of pre-qualified vendors?
- A. It is the City's intent to select a single Firm to provide the requested contract services. However, award(s) shall be made in the City's best interest.
9. Q. Section 4.2.1 Indicates that we should submit 'all potential costs' including 'flat rate fees'. Given the request for on-call services, are the specific tasks or services for which we should also provide projected flat-rate fees? Understanding that each task order will include a fee proposal, we want to make sure we are wholly responsive to the RFP.
- A. The City would anticipate flat rate fees to be for travel, plan publication, etc.
10. Q. Section 1.11 indicates that all confidential information be disclosed in a separate document uploaded and Section 5 Indicates the proposals be formatted as directed in Section 5. How would you like us to state information that is confidential within a particular section (specifically in section F - Legal Proceedings/Lawsuits)?
- A. If submitting Confidential information within a section of your proposal response, please highlight and reference sections of your response containing such information.

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