

ADDENDUM NO. 1

to
CITY OF HIGHLAND
ENGINEERING AND ENVIRONMENTAL SERVICES RFP
for the
BIKEWAYS CITY CREEK/ALABAMA STREET I (PROJECT)
City Project No. STR17001

December 27, 2017

THE REQUEST FOR PROPOSAL FOR THE PROJECT IS HEREBY REVISED AS FOLLOWS:

1. The following questions have been asked and answered and are therefore made part of the RFP:

Q1) **Preliminary Title Reports –**

- a. **Does the City already have the PTRs and supporting documents to provide to the Consultant?**
- b. **If so, does the City have a method to get the PTRs updated if necessary?**
- c. **IF the City does not have the PTRs now, is it the City’s intention to order the PTRs?**

A1) *a. No.*

b. No.

c. No.

Q2) **Appraisal and Acquisition Services -**

We can include a subconsultant to provide appraisal and acquisition services on our team, but will not be able to negotiate for the City. Additionally the City will have to handle any eminent domain procedures. We can provide court exhibits, legal descriptions and plats, Resolution of Necessity legal descriptions and plats and other documentation for the legal procedures. Is this sufficient or can the City identify additional services needed for this effort?

A2) *The consultant shall provide appraisal and acquisition services required to complete the acquisition process.*

- Q3) **Plan Check Fees and Permit Costs**
Will the other agencies require fees to be paid for plan review for encroachment permits? If so, will the City pay those fees or should they be included in the Consultant's proposal?
- A3) *The City will retain the option to reimburse the consultant for plan check fees (pass through cost) or pay agencies directly.*
- Q4) **Geotechnical Services –**
Are the geotechnical services in the RFPs scope of work limited to testing and recommending pavement section where pavement widening is needed?
- A4) *The consultant shall determine the geotechnical services required for the project.*
- Q5) **Clarifications –**
- a. **VII INSTRUCTIONS AND CONDITIONS A. General Conditions 2.**
If a proposal received prior to the date and time specified on the RFP, and is withdrawn for modification by written request of the proposer, but the modified proposal is not received by the time and date specified in this RFP, will the previously submitted proposal be considered by the City?
- b. **VII INSTRUCTIONS AND CONDITIONS B. Proposal Format and Content.**
Are the resumes and discussion of the other similar projects included in the page count?
- c. **VII INSTRUCTIONS AND CONDITIONS B. Proposal Format and Content.**
What does the City consider “promotional or Project-related information”? Are we allowed to include pictures of the area of pictures of other projects? What about descriptions of other similar projects?
- A5) a. *A proposal withdrawn by the consultant will not be considered.*
- b. *Brief resumes of key personnel are included in the page count. Expanded resumes and brief discussion of similar projects can be included in an appendix. It is not the intent to receive or review voluminous proposals.*
- c. *It is intended that the proposal focus on the project and qualifications of the consultant team. Pictures and descriptions that are directly related to the scope of services requested are acceptable and will be included in the page count if included on dividers.*

ALL PROPOSALS SHALL INDICATE RECEIPT OF THIS ADDENDUM BY SIGNING BELOW AND INCLUDE THIS SHEET WITH THEIR PROPOSAL.

(Firm's Authorized Representative Signature Here)

Date