



ADDENDUM #1

To: All Companies Interested in Submitting a Proposal
From: Diane Muench, CPPB, Purchasing Agent
Proposal: Right of Way Acquisition Services-First Avenue East, RFP #PUR0816-031
Dated: September 16, 2016
Subject: Addendum #1 (2 pages)
Date: September 22, 2016

Please note the following specification changes/additions/clarifications relative to the above Request for Proposal.

- 1) **Question:** Are the documents, the Temporary Easement, Permanent Easement, Access Easement, and other required forms going to be supplied to the successful vendor or are we expected to create our own and have them approved by the City of Cedar Rapids?
Answer: The City will provide document templates to be completed by the awarded vendor.
- 2) **Question:** Has there been any public outreach in regards to the project? If so what was the response and feedback received?
Answer: Yes. The meetings were poorly attended. The public is favorable to the pavement rehabilitation, geometric realignment for side streets at signalized intersections and completion of sidewalk gaps.
- 3) **Question:** Is eminent domain expected by the City?
Answer: Yes.
- 4) **Question:** Are there maps and design plans that you are willing to provide us prior to proposal submittal?
Question: Are there any preliminary plans available for review to assist us with our cost proposal?
Answer: Yes. Click on this link <https://ftp.cedar-rapids.org/login.html>. Account and password are both: public
Double click on the folder "301240- 1st Avenue E" - plan set is in the folder.
- 5) **Question:** Are the relocation items identified in scope (roads signs, lights etc.) identified on maps? If not how can we find out this number?
Answer: It is identified on the plans. Plans meet the requirement of the Iowa Department of Transportation.
- 6) **Question:** Is a separate fee (billed to the City) for mileage, expenses, per diem, etc. allowed or should those cost be included on the per parcel fee?
Question: In 3.3.6, it states that actual travel time to and from the work location is not reimbursable. Can you please define "work location". Negotiations with property owners, their tenants, and/or representatives, will require travel time to each owner's place of business, home, or other designated meeting location. For local ownership entities, it is a relatively minor variable. But for owners/representatives who are not local there may be more significant travel time incurred. Is this travel time not to be reimbursable then per the language in 3.3.6?

Answer: All costs should be included on the per parcel fee - no additional costs will be approved for payment.

- 7) **Question:** It is our impression that if awarded, acquisition can begin November 1, 2016 and must be completed by November 1, 2017? This seems excessive so just wanted to verify timeline.

Answer: The timeline is correct.

- 8) **Question:** In 4.2.8, it states that the “closing process” will be performed by the City. Then, following in 4.2.9, it states that the Consultant shall complete the following “closing process” for simple partial acquisitions as defined in (a), (b), and (c). Is this an exception to 4.2.8? For our scope responsibility and cost estimating purposes these appear to contradict each other. If the triggering factor whether the Consultant or City completes the closing process is based on the determination of how many parcels are deemed to be “simple partial acquisitions” in 4.2.9, then can you please identify which parcels will be the Consultant’s responsibility vs. the City’s to complete the closing process on, so a respective allocation of time and expenses can be estimated for this item in our cost proposal.

Answer: The Consultant is required to obtain all signatures including the deed and closing documents (all documents are signed at one time with purchase agreement). The City will manage the council approvals including payment submittals. The City will clear liens but may require assistance from the Consultant in obtain signatures from owner if necessary as the agent is the main contact.

- 9) **Question:** In 4.2.11, there is a list of categories for which relocation assistance has been determined to be necessary. Can an inventory of the type, size and location of those items determined to be relocated be provided so we can evaluate the efforts needed to re-establish these improvements?

Answer: Roughly 10 parcels have advertising signs that will need to be relocated.

- 10) **Question:** In 4.2.12, you reference a property owner list of parcels. Since successfully negotiating with tenants can sometimes take longer than the negotiations with the owners, do you have a list of the number and type of tenants that exist on these 34 parcels?

Answer: No.

- 11) **Question:** As it relates to 5.7, why doesn’t the Buy-Local Program apply for this RFP?

Answer: This is a federally funded project which does not allow for buy-local.

All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Signature Page (Attachment B). The deadline for sealed proposals is Friday, September 30, 2016, before 3:00 pm CDT at the Office of the City Clerk, 101 First Street SE, Cedar Rapids, IA 52401.