ADDENDUM #1

To: All Companies Interested in Submitting a Proposal
From: Diane Muench, CPPB, Purchasing Agent
Proposal: Pedestrian Master Plan, RFP #PUR0717-018, Dated: October 30, 2017
Subject: Addendum #1 (2 pages)
Date: November 17, 2017

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

1) **Question**: Does the City have an overall budget that would guide us to design a suitable response to the scope of work?
   Answer: No. The fee should represent the scope of work proposed by the vendor.

2) **Question**: Please confirm under Submittal Instructions, item 6.2.6, the RFP states: "Tab 4.0 – Provide examples of project reports prepared for previous projects", will the City accept hyperlinks or would the preference be to include as a separate attachment?
   Answer: Please provide attachments.

3) **Question**: Regarding page 21 in the 3 endorsements section, Endorsement 2 - Non-Waiver of Governmental Immunities Endorsement (Iowa), our insurance provider does not carry such an endorsement. Is it possible to waive this requirement?
   Answer: Your insurance agent needs to contact the carrier to obtain this endorsement. The endorsement is not required to submit a proposal but would be required if you were awarded the project.

4) **Question**: Under Section 5.7, the RFP describes the City's Buy Local Program. It also says that, "An additional 2% preference will be given for Certified Small Business within Linn County, Iowa who are registered with the Federal Government as one of the following: Small and Disadvantaged Business, Service Disabled Veteran Owned Small Business and Woman Owned Small Business." Is the City looking for a certain percentage of the total proposal from a local firm, and/or a Disadvantaged Business?
   Answer: No, the City does not have a certain percentage that must be local and/or disadvantaged.

5) **Question**: Will sub-contractors as part of a response team be considered for the small business preferences within the proposal evaluation?
   Answer: No.

6) **Question**: Please clarify which GIS shapefiles must be updated by the Consultant team based on data collected in Task 1, versus those that will be updated by the City staff based on 2017 high-resolution imagery before receipt by the Consultant team.
   Answer: The City will update information as it relates to our physical sidewalk network. That includes updating when sidewalk is installed or updated.

7) **Question**: Is there an ideal number of public presentations or community workshops for this planning effort?

Answer: The City does not have an ideal number but for scoping purposes, plan on 2 meetings.

8) *Question*: The roadway crossing analysis section of Task 2 states that "...Inventories shall include the presence of curb cuts, crosswalks, traffic signals and signs, and traffic speeds and volumes as sidewalk safety barometers." Which of these items described above are available in the City's GIS database?
Answer: The City has some signal information in a program similar to GIS.

9) *Question*: Would the City consider that the final PMP be produced in a format other than Microsoft Word? We see value in providing the community a graphically rich document using programs that exceed the limitations of Word.
Answer: Scoping should be based on MS Word. If the other program is something that is currently supported by the City of Cedar Rapids it would be considered but without knowing if the program is supported by the City it is not something we can guarantee at this point. That said we want to make sure we get the best possible product and do not want to limit the product. So, if it is something you feel would be beneficial you may include an alternate cost for the alternate product.

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 Thursday, November 30, 2017, before 3:00 pm CST at the Office of the City Clerk, 101 First Street SE, Cedar Rapids, IA 52401.