



ADDENDUM #1

To: All Companies Interested in Submitting a Proposal
From: Rebecca Johnson, CPPB, Purchasing Agent
RFP: Streetscape Style Guide (RFP #PUR0917-057); Dated: October 12, 2017
Subject: Addendum #1 (2 pages)
Date: October 31, 2017

The following questions and/or clarifications were asked relative to the above-listed Request for Bid. This memo is sent for clarification to all companies to whom the bid was sent.

Question: Does the City have an overall budget that would guide us to design a suitable response to the scope of work?

Answer: The estimated budget for this project is \$200,000

Question: On the proposal pricing submittal form, it outlines that separate line items will not be allowed for traveling, lodging or any other direct or indirect expenses. Should these expenses be built in the overall fee as a percentage of the whole, or is the City of Cedar Rapids not accepting those expenses as part of the project?

Answer: The total firm-fixed price proposed for the project shall include all expenses including travel and lodging as needed.

Question: Should the financial portion of the proposal be only placed in "tab 5.0 – submittal form" portion of the proposal, in "Proposal pricing submittal form"?

Answer: The financial proposal shall be included in tab section 5.0 with the proposal submittal forms. If additional pages are needed they can be inserted behind the Proposal Pricing Submittal Form.

Question: In the "Tab 4.0" portion of the proposal, is the City asking for cut sheets or overview of similar projects, or complete documents? The documents prepared for various similar projects are prepared in different layouts from the proposal and can be provided digitally in the accompanying flash drive if desired.

Answer: Proposals shall include hyperlinks or digital/electronic copies of full documents prepared for similar projects.

Question: Please confirm under Scope of Services, item 4.4.6, Development of Community Outreach, Public Input Process, and Consensus Building the RFP states: “This set of tasks consists of the consultant providing City staff with materials to conduct the community outreach process for the Streetscape Style Guide. Consultant will design offerings and talking points to be presented by City staff and consultant team as appropriate. The public outreach component of the planning process will take the form of five design charrettes for defined geographic areas including downtown, Ellis Blvd, E Ave in the College District, the Med Quarter, and Mt. Vernon Road once the draft Style Guide is complete.” Please outline the anticipated offerings and should the proposer expect to participate in person for the five design charrettes?

Answer: The offerings will depend on the particular design approach of the consultant, but the City anticipates digital board designs, aerial overlays, street level perspective overlays, talking points, and any other digital material that the consultant would use if they were running the design charrettes themselves. The consultant will not participate in person through the public engagement process.

Question: Please confirm under Submittal Instructions, item 6.2.6, the RFP states: “Tab 4.0 – Provide sample style guides prepared for other similar projects”, will the City accept hyperlinks to proposer-created style guides or would the preference be to include as a separate attachment?

Answer: Either hyperlinks or electronic files on flash drive will be acceptable.

Question: Is the Indemnification on page 18 of the RFP (Attachment A) negotiable?

Answer: No, the City’s Indemnification language is not negotiable.

Question: Is there an anticipated timeline for holding interviews with shortlisted consultants?

Answer: The timeline for interviews, if needed, will be determined following initial evaluation of the proposals submitted.

Question: Is there a page limit for proposal submittals?

Answer: No, there is not a page limit for submittals. However, as stated in the Submittal Instructions (6.2.2), “Proposals shall be prepared as simply as possible and provide a straightforward, concise description of the Consultant’s capabilities to satisfy the requirements of the RFP. Expensive bindings, color displays, promotional materials, etc., are not necessary or desired. Emphasis shall be concentrated on accuracy, completeness, and clarity of content.”

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 C). The deadline for proposal submittal is Wednesday, November 8, 2017 before 3:00 p.m. CST.