

TO: All Prospective Proposers

FROM: Mark Wessel, City Traffic Engineer

DATE: October 11, 2019

SUBJECT: Addendum No. 1
Intelligent Transportation Systems Master Plan

The following information shall become part of the Request for Proposals for the above-named project. ALL PROPOSERS SHALL ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THEIR PROPOSALS.

Question 1: The RFP mentions to provide a preferred method to locate and test conduit condition, would you like the Consultant to have a Contractor proof all the existing conduit as part of this project?

Answer: To better inform the ITS Master Plan, the City would like the communications conduit shown on record drawings to be located and assessed for suitability. It is possible that some of the conduit will be deemed unsuitable due to corrosion, other damage, or existing use for other purposes. Other conduit may be useful, but may require replacement of elbows with sweeps, pull boxes with vaults, etc. This assessment will enable development of a more accurate capital improvement program. Therefore, the City would like the Consultant to propose the most appropriate way to accomplish the conduit location and assessment and include the work in the scope. If the Consultant believes the most appropriate approach is to include a contractor on the team, that should be reflected in the proposal.

Question 2: It is unclear if this will be T&M or lump sum. Can the City please clarify? Will the City be providing a fee template?

Answer: Compensation will be on a time and materials basis, not to exceed the negotiated maximum. The City does not furnish a fee template; the Consultant should include their proposed fee schedule in the Cost Proposal.

Question 3: Can you confirm the total number of hard copies for the Work Proposal?

Answer: The Work Proposal envelope should contain three hard copies, one of which is marked "Original," along with one PDF version on a portable media device such as a flash drive or CD.

Question 4: Can you confirm that the due date is Tuesday, October 22, 2019 by 4 PM?


Answer: That is correct.

Question 5: Can you confirm that there are 'no' required forms?

Answer: There are no specific forms required as part of the proposal package.

Question 6: Is it possible to use 11x17 sheets for graphs and charts? If so – will these be counted as two pages?

Answer: Yes, it's okay to use 11"x17" sheets if necessary for graphs and charts. They will still be counted as one sheet each.

By: 
Mark Wessel, City Traffic Engineer