



**ADDENDUM #1**  
**Boulder County Building Services**  
**Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan**  
**RFP # 7045-19**

August 5, 2019

The attached addendum supersedes the original Information and Specifications regarding RFP # 7045-19 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

1. Question: Will the Consultant be required to evaluate trails or just trailheads and other facilities related to trailheads?

**ANSWER: Only trailheads and other facilities related and connected to trailheads.**

2. Question: We believe that individual pricing for facilities will significantly increase the price of the project. Can consultants provide alternative pricing that lumps all of the facilities together? We believe this will save money on travel and data management.

**ANSWER: Yes, all vendors can provide lump sum pricing instead of pricing per building. We originally asked for pricing per building for phasing purposes, however, Boulder County appreciates the fee proposal feedback and agree to fees being broken out per phase to make it easier on the proposing consultants. See revised "Fee Proposal Detail" chart below as an example:**

FEE PROPOSAL DETAIL PER BUILDING	
PHASE	FIXED FEE
<b>Buildings/Facilities</b>	
Phase I: Public Facing Areas	\$
Phase II: Back of House	\$
<b>Pathways</b>	\$
<b>Fairgrounds</b>	\$
<b>Communications and Website</b>	\$
<b>Trailheads and Trail Facilities</b>	\$
<b>Programs, Policies and Procedures</b>	\$
<b>TOTAL SUM:</b>	\$
Reimbursable Expenses	\$
Reimbursable Expenses if buildings phased separately at a later date	\$
<b>BIDDER CLARIFICATIONS:</b>	
Consultant shall include any clarification or assumption qualifying their proposal.	

3. Question: Can you please provide more information on the County’s BUILDER software? For example, what applications are compatible with BUILDER.

**ANSWER: Boulder County staff will input all ADA findings into our BUILDER (or Work Order) software. A simple Word or Excel spreadsheet of suggested ADA upgrades per building will suffice.**

4. Question: For the Public-Right-of-Way scope, are the Consultants to assume that the only areas to be evaluated is the access from PROW to the facility and walkways throughout each location?

**ANSWER: Correct. Consultants to assume that only areas to be evaluated will be the access from the public right of way (at property line) to the facilities.**

5. Question: Regarding Communications & Website – inclusion of feasible solutions and individual cost estimates for each solution, can you quantify the scope? In order to calculate the level of effort and cost to include individual cost

estimates for each solution, can you provide the numbers of: webpages, PDF file pages, minutes of archived videos of public meetings?

**ANSWER:** Boulder County is not expecting thousands of our communication documents to be reviewed by the ADA consultant, but instead, Boulder County is expecting a review a few pages of our website and a couple examples of our communications to assist in the final deliverable from the ADA consultant. Boulder County is expecting an ADA resource guide and checklist that will provide overall direction for how Boulder County can update our website and communications to be ADA compliant moving forward.

6. Question: Do you have PDF or CAD as-builts for any of the facilities listed?

**ANSWER: Yes, Boulder County will provide a PDF for all building facilities. Boulder County also has CAD documents available for the trailheads.**

7. Question: Do you expect complete floor plans for all facilities for the self evaluation or just partial plans of public facing areas?

**ANSWER: Consultant does not need to create floor plans. Boulder County has complete floor plans for all of our buildings.**

8. Question: Will the successful proposer be able to schedule site visits as needed?

**ANSWER: Yes, however, all county buildings are secure with card readers. The consultant will need to be escorted by a Boulder County Building Services staff member. Boulder County Building Services will coordinate exact times to ensure there are not conflicts with other public events. Boulder County can also provide access badges to the consultant provided the vendor passes a background check.**

9. Question: If those site visits will be determined by the county, will you be able to extend the schedule and number of trips?

**ANSWER: Yes, Boulder County is willing to adjust the schedule as needed to preform the scope of work.**

10. Question: Are you asking that the consultant develop new facility drawing/ diagrams/floor plans as part of the base scope of work? This would significantly affect schedule and budget.

**ANSWER: No. Boulder County Building Services has CAD and PDF drawings of all the building facilities.**

11. Question: Will existing drawings/egress diagrams be available to the selected consultant?
- o If yes, can the consultant's deliverables include photographs with mark-ups/keynotes to barriers on existing drawings?
  - o If not, does the scope include as-built plans created through Revit or CAD requiring measurements be taken in the field of the public-facing spaces?
  - o If neither, please provide more insight on what you are looking for.

**ANSWER: Yes, drawings will be available to the selected consultant. Boulder County Building Services has a few egress occupancy calculation drawings for our larger public facing buildings.**

12. Question: Can we alter the format of the fee proposal breakdown forms to add line items or details?

**ANSWER: No. Boulder County has to evaluate each consultant's proposal equally. Please list any additional line items or details in the Additional Services section.**

13. Question: Should the fee proposal be submitted as part of the technical proposal response or as a separate document?

**ANSWER: Fee proposal should be submitted as part of the technical proposal at the end of the document and in a graph format similar to the examples in the RFP.**

14. Question: Where will the fees for pathway and parking assessments be included in the fee sheet?

**ANSWER: Refer to response to next question.**

15. Question: Can the pathway quotes be broken up into three quotes: Pathways, Fairgrounds, Trailheads and facilities.

**ANSWER: Yes. Refer to response to Question 2.**

16. Question: What is the extent of website evaluations?

**ANSWER: Refer to response to Question 5.**

17. Question: Do you have a list of the webpages?

**ANSWER: No. Boulder County is only asking for review of a few webpages from our primary web link: <https://www.bouldercounty.org/> Refer to response to Question 5.**

18. Question: Do you want to know what it would take to make them WCAG Compliant?

**ANSWER: Boulder County believes we are in compliance with WCAG. We are requesting consultant will provide guidelines and best practices for meeting WCAG requirements if any adjustments are necessary.**

19. Question: What communicate tools do you use to communicate programs, policies, and procedures?

**ANSWER: Refer to response to Question 5.**

20. Question: How many departments will participate in the self-evaluation process?

**ANSWER: Boulder County Building Services will help navigate consultant through sixteen (16) major departments at the county and provide access as needed to each building and accessory structures.**

21. Question: Will County staff liaisons or representatives be available to coordinate the survey process within their departments/agencies or will the Consultant be responsible for coordinating this effort?

**ANSWER: Refer to response to Question 20.**

22. Question: The RFP states that the Self Evaluation report shall include cost estimates for eliminating barriers. Title II does not address barrier removal and this would not be relevant to evaluation of and changes to policies and procedures.

**ANSWER: Correct. No cost estimates are necessary for eliminating barriers as the county will self-perform barrier removal.**

23. Question: Does Boulder wish to have a higher level of access than required?

**ANSWER: Boulder County appreciates best practices recommendations where possible but our main focus is meeting the ADA requirements.**

24. Question: Employee-only areas are not required to be accessible under the ADA. Does Boulder's scope include all employee areas anyway?

**ANSWER: Yes, as Phase II to the Buildings portion of the fee.**

25. Question: Will the assessment of bus stops be included in the scope of work?

**ANSWER: No. Bus stops are owned by the municipality where the buildings are located, not Boulder County.**

26. Question: There is a large red area in downtown behind the court house (looks to be a walking street). Is the part of the assessment scope?

**ANSWER: No, the red area next to the historic Boulder County Courthouse are the paver bricks on Pearl Street Mall. Pearl Street Mall is not in this scope of work.**

27. Question: What do you want assessed at the fairgrounds picnic area? Tables and raised cooking surfaces or just pathway and bathrooms?

**ANSWER: Only pathways and bathrooms.**

28. Question: Can you provide a map of the fairgrounds?

**ANSWER: Yes. See attachment labeled Appendix B. Appendix A is listed in the original RFP.**

29. Question: There does not appear to be a sidewalk from parking to seating at North Broadway Ballfields. Would you please clarify the scope of work?

**ANSWER: The scope of work includes access to seating at the ball fields.**

30. Question: Would you provide the address for Goodhue House (Rock Creek Farm?)

**ANSWER: Yes, 2005 S. 112th St, Broomfield, CO 80020**

31. Question: Are the interior grounds of the Jail complex included in the scope?

**ANSWER: Yes.**

32. Question: There do not appear to be pathways of parking at the Nederland substation. Please confirm.

**ANSWER: Correct, Nederland Substation is a recycling center located in a gravel parking lot.**

33. Question: When street parking is on the same side as the building, will the parking be assessed?

**ANSWER: No. Refer to response to Question 4. Street parking is city owned.**

34. Question: Will assessment of sidewalks in the public way start and stop with the buildings being surveyed, or will it continue as the sidewalk travels in front of another business?

**ANSWER: It will stop with the buildings being surveyed. Additional area of sidewalks is City property, not County property.**

35. Question: How many trailheads are there?

**ANSWER: 34 total trailheads to be surveyed.**

36. Question: It appears from the RFP that trails are not included in the scope of work. If the trails are being assessed, how many miles of trail are there?

**ANSWER: Correct, trails are not being assessed.**

37. Question: Is it a lump sum payment after all the work is complete, or does paragraph 4.a. of the contract merely mean monthly invoices have to be submitted by the 10th of the following month?

**ANSWER: Paragraph 4.a. simply means that all invoices to be received by the 10<sup>th</sup> of each month.**

38. Question: What work hours will be allowed for the exterior assessments (contract paragraph 7)?

**ANSWER: Boulder County's Security Team opens all public facing doors from 7:30am – 4:30pm. Boulder County staff will coordinate access with the awarded consultant.**

39. Question: Will inclement weather conditions allow for additional time to complete the exterior assessments?

**ANSWER: Yes. Additional time will be provided for inclement weather.**

**\*PLEASE NOTE - The projected award date has been changed from Friday, August 23, 2019 to Friday, August 30, 2019. \***

**Submittal Instructions:**

Submittals are due at the Administrative Services Information Desk or email box (preferred) listed below, for time and date recording on or before **2:00 p.m. Mountain Time on August 19, 2019.**

**Your response can be submitted in the following ways. Please note that email responses to this solicitation are preferred, but are limited to a maximum of 50MB capacity. NO ZIP FILES ALLOWED. Electronic Submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.**

**Email**            [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org); identified as **RFP # 7045-19** in the subject line.

-OR-

**US Mail**        **One (1)** unbound copy of your submittal, printed double-sided, 11 point, on at least 50% post-consumer, recycled paper must be submitted in a sealed envelope, clearly marked as **RFP # 7045-19**, to the **Administrative Services Information Desk located at 1325 Pearl Street, Boulder, CO 80302.**

All proposals must be received and time and date recorded at the Administrative Services Information Desk by the above due date and time. Sole responsibility rests with the Offeror to see that their bid is received on time at the stated location(s). Any bid received after due date and time will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all bids, to waive any informalities or irregularities therein, and to accept the bid that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.





**RECEIPT OF LETTER  
ACKNOWLEDGMENT**

August 5, 2019

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7045-19, Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and email it back to [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org) as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525.

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Company** \_\_\_\_\_

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# APPENDIX B

## BOULDER COUNTY FAIRGROUNDS MAP



### LEGEND



Restroom  
*(public access dependent on event)*



Picnic Table



RV Campground



Recreation Area



Parking



Fishing  
*(For Children 15yrs and younger)*



Showers  
*(for campground users only)*



Dump Station

Seasonal Wildlife Closure  
*No Public Access April 1 thru August 15*



Picnic Shelter



Multi-use Trail  
*(pedestrian, equestrian, bikes)*



Dump Station