



**ADDENDUM #2
Boulder County Building Services
Boulder County Fairgrounds Master Plan
RFP # 7049-19**

October 4, 2019

The attached addendum supersedes the original Information and Specifications regarding RFP # 7049-19 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

The questions below are a consolidated list from potential vendors in response to RFP # 7049-19.

1. Question: Is the Executive Advisory Board (EAB) mentioned in the RFP a standing board that includes all of the envisioned staff and stakeholders that would serve as the advisory group on this project, or should we plan on creating a separate Advisory Committee that includes staff and stakeholders?

ANSWER: There is not a current EAB for the fairgrounds. Boulder County Building Services will be assembling the appropriate internal Boulder County stakeholders.

2. Question: Can you provide more information on your vision for the survey? Do you want to reach out primarily to facility users, or do you want to survey users and non-users throughout the county? Do you want the survey to be statistically-valid (random and by invitation only) that represents the county demographically and is well-distributed throughout the county, or do you want a survey that anyone can participate in (opt-in, still with a statistically-valid sample), or both?

ANSWER: To clarify, we are looking to the consultant for guidance, recommendation and implementation of industry best practices for public engagement to gather feedback to inform the MP process. The RFP explains

that we are asking the consultant to gather public feedback through a variety of possible (but not necessarily all) opportunities that could include: community meetings, surveys, online comment/feedback platform, and other systems designed to reach current and potential users of the property, included but not limited to: who participated, comments offered by individual participants (meeting notes, comment cards, email correspondence, etc.), results of formal or information surveys or polls, activities or exercises designed to elicit public input.

3. Question: Is there a not-to-exceed limit for this project?

ANSWER: No. The county has not created a not-to-exceed limit for this project. The review committee will thoroughly vet all aspects of the proposed budget to ensure it can deliver cost are reasonably aligned with the scope of work to be performed.

4. Question: What is the current level of importance of the barns and equestrian arena facilities in the proposed Master Plan?

ANSWER: Agriculture, equestrian and 4H club use these facilities regularly and are important and valued end users.

5. Question: What types of files will be available to the consultant team for the creation of base mapping? If GIS, will utility information be available? Will any field surveying be required?

ANSWER: The following files will be made available to the awarded bidder upon request: AutoCAD drawings of the fairgrounds and its buildings and PDF's of civil, electrical, mechanical and plumbing. We do not have a GIS of the utility lines. Field verification of utilities will be necessary if proposed master plan design suggests building and utility relocation.

6. Question: What other previous plans or background information will be provided to the successful bidder?

ANSWER: Refer to our response to questions 5, 13 and 14.

7. Question: The RFP mentions "survey design and analysis" under the Introduction and scope of work paragraph. I don't see this expanded upon later. What is meant by "survey design?" Is this directed towards community outreach, and if so, what are the terms of that outreach methodology that the County desires, such as formal or statistically valid?

ANSWER: Survey Design and Analysis refers to public engagement and strategy for gathering community feedback and analyzing this data. Refer to response to question 2.

8. Question: Can you please expand upon the public engagement portion of the request? What is the ideal length of this process, or, are there any specific events or opportunities that the consultant should plan to participate in?

ANSWER: The consultant will be expected to collaborate with the EAB to identify appropriate outreach strategies to gather public feedback. There are no pre-defined events or timelines associated with this process. Refer to response to question 2.

9. Question: What are the expectations of the “Financial Projections of Operating Recommended Facilities,” mentioned under the “Free Proposal Breakdown” section? How does this fit into the broader work plan for the two separate components of the Master Plan and the Design Services?

ANSWER: We want an estimate on construction costs associated with recommendations for capital improvements.

10. Question: What level of assessment are you seeking for the “Facility Assessment?” Does this include any structural assessment of the existing buildings? What level of detail of assessment for existing utilities/infrastructure/roadways is desired?

ANSWER: Our recommendation is to use the same ranking of fairgrounds facilities as we used for the countywide Facilities Master Plan. Gross assessment of utilities, infrastructure (including: parking, grounds, etc.) and roadways to assess adequacy for current and future demands. We would like to rank the fairgrounds facilities in the following three categories: Condition, Utilization, and Functionality. Facilities Master Plan website for reference (Refer to Section 3 “Existing Conditions”):

<https://www.bouldercounty.org/departments/administrative-services/building-services-division/facilities-master-plan/>

11. Question: Will the operational review include the operation of the County Fair or just the operation of the hosted non-fair events?

ANSWER: We want to look at all events occurring at the fairgrounds. The Boulder County Fair is a separate non-profit event.

12. Question: Is the mission or vision of county to have the Fairgrounds generate an annual profit?

ANSWER: Community engagement will have a significant bearing on the operational direction and services provided at the fairgrounds. Boulder County is striving for our fairgrounds' operational model to be revenue neutral.

13. Question: Will Fairgrounds financial statements be available?

ANSWER: Yes

14. Question: Will staffing and an organizational chart be available?

ANSWER: Yes

15. Question: Will the organizations neighboring the grounds be considered during engagement with the public?

ANSWER: Yes

16. Question: Are there major programs and/or events that Boulder County wishes the grounds could better serve which it currently does not?

ANSWER: We currently feel we are missing opportunities to serve new programming. There are no specific events or programs that we are trying to accommodate but we are open to exploring how we could better utilize the property with current and/or improved infrastructure. Refer to response to question 2.

17. Question: Will all existing drawings, documents, previous assessments, etc. of the grounds and buildings be available in digital format?

ANSWER: Yes. Refer to our response to questions 5, 13 and 14.

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 October 28, 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; identified as **RFP # 7049-19** 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 # 7049-19**, 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**

October 4, 2019

Dear Vendor:

This is an acknowledgment of receipt of Addendum #2 for RFP #7049-19, Boulder County Fairgrounds Master 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 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 _____

End of Document