



**ADDENDUM #1
Public Works
Commercial Real Estate Services
RFQ # 7138-20**

April 15, 2020

The attached addendum supersedes the original Information and Specifications regarding RFQ # 7138-20 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

Please note: Due to COVID-19, proposals will only be accepted electronically by emailing purchasing@bouldercounty.org.

1. Question: Upon receiving electronic submissions on or before April 22, 2020, please advise whether the County will review submissions in an electronic or hard copy format? If submissions are reviewed solely in an electronic format, may applicants reference certain documents by hyperlinks (i.e. team resumes, Colorado form real estate contracts, etc.)?

ANSWER: All submissions should be complete and self-contained, no hyperlinks. Failure to include any of the documentation required per the RFQ may result in the submission being removed from further consideration by the selection committee.

2. Question: Under the “Credentials and Related Experience” section on page 10 of the RFQ, the second and fourth bullet points appear to be seeking the same information (i.e. commercial real estate experience in the Boulder County market). Please indicate what, if any, different information is being sought by the requests in the respective bullet points.

ANSWER: We acknowledge that there are some redundancies in the requirements called out in the second and fourth bullets under “Credentials and Related Experience”. Submissions should focus on the second bullet point which includes the requirement to demonstrate at least 10 years of commercial real estate

experience in the local market. The fourth bullet point can be effectively disregarded.

3. Question: Will all or any of the applicants be provided an opportunity to present in-person or by video conference to County officials after the April 22, 2020 submission date?

ANSWER: Per the RFQ, “The committee may request additional information from vendors or request interviews with one or more Brokers”. Decisions regarding interviews/presentations will be based on the recommendations of the selection committee after reviewing all qualified submissions.

4. Question: Has the County issued an RFQ or RFP for similar services in the past ten (10) years? Is there a commercial real estate broker currently providing these services to the County?

ANSWER: Boulder County Public Works (previously Building Services) has used both short term agreements and continuing service contracts for various real estate transactions in the past. Public Works does not currently have a commercial real estate broker under contract.

5. Question: What is the percentage allocation of consulting vs. acquisition vs. disposition services that the County has typically required or requested in the past? What type of consulting projects has the County previously requested?

ANSWER: Transactions requiring broker support have tended to skew more towards acquisition than disposition, but it would be difficult to quantify the split. It is also difficult to quantify the split between consulting vs. transactions as these services are interdependent and often overlap. Public Works from time to time requires market analysis for specific types of properties, including trend analysis of general market conditions for sale/purchase and lease. Brokers may be requested to work with other consultants to provide real estate market analysis related to long range strategic planning.

Submittal Instructions:

Submittals are due at the email box only, listed below, for time and date recording on or before **2:00 p.m. Mountain Time on April 22, 2020.**

Please note that email responses 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 **RFQ # 7138-20** in the subject line.

All proposals must be received, and time and date recorded at the email address 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**

April 15, 2020

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFQ #7138-20, Commercial Real Estate Services. This is also an acknowledgement that the vendor understands that **due to COVID-19, BIDS will only be accepted electronically by emailing purchasing@bouldercounty.org.**

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 _____

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