



**ADDENDUM #1  
Public Health  
Stormwater User Fee Analysis  
RFP # 7143-20**

May 18, 2020

The attached addendum supersedes the original Information and Specifications regarding RFP # 7143-20 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, BIDS will only be accepted electronically by emailing [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org).**

1. Question: On p. 10, when discussing page limits for the various sections, can you confirm that the Executive Summary (2 double sided sheets/4 pages); References; and all additional, required RFP forms do not count in the 20 double sided sheet/40 page limit placed on the Description of Services, Deliverables, and Estimated Project Schedule section?

**ANSWER: Correct, the Executive Summary (2 double sided sheets/4 pages); References; and all additional, required RFP forms do not count in the 20 double sided sheet/40 page limit placed on the Description of Services, Deliverables, and Estimated Project Schedule section.**

2. Question: The Sample Contract includes insurance requirements for Pollution Liability, Third Party Commercial Crime Insurance/Third Party Fidelity Bond, Privacy/Cyber Liability Insurance, and Sexual Abuse and Molestation Coverage (see pages 28 and 29 of 42). Will these coverages be required for the type of work anticipated on this contract?

**ANSWER: The Sample Contract is just a sample. The actual required insurance for any awarded work is listed in the "Insurance and W-9 Requirements" section of the RFP on page 11 of 42.**

3. Question: Does Boulder County have a Stormwater Master Plan? If so, could you provide a copy or a link to the Master Plan?

**ANSWER: Boulder County, like most Colorado counties, does not have a Stormwater Master Plan and does not provide elaborate drainage services. Each of the stormwater functions (stormwater quality protection, floodplain management, and drainage) are provided by separate departments with somewhat different historic “service areas.” Specifically, county led stormwater quality protection is currently only required in the urbanized area near subdivisions, floodplain management is currently only required in the regulatory floodplain, and storm drain cleaning is mainly performed on rural culverts in the mountains. Additional services are provided by the Mile High Flood District within the district boundaries.**

4. Question: Prior to this solicitation for user fee analysis, has Boulder County performed a stormwater user fee funding related feasibility study? If so, could you provide a copy or a link to that feasibility study?

**ANSWER: Boulder County has not performed a stormwater user fee funding related feasibility study prior to this solicitation. This solicitation and project will be the first time that Boulder County has collectively considered a stormwater user fee.**

5. Question: Could you affirm that in Task 6, the County is seeking an evaluation of potential rate structure options and its implications, but not the development of final rate schedules for a draft rate ordinance?

**ANSWER: That is correct. In Task 6, the County is seeking an evaluation of potential rate structure options and its implications, but not the development of final rate schedules for a draft rate ordinance.**

6. Question: Will the County be able to provide a description of available geo-spatial data, including the parcel polygons, for this study?

**ANSWER: Yes, Boulder County has parcel polygons. Boulder County also has individual parcel-level data that may or may not be useful in determining rate and billing options. Boulder County can provide geo-spatial data to the contractor that is awarded this work. Much of Boulder County’s geo-spatial data is publicly available at: <http://gis.bouldercounty.opendata.arcgis.com/>**

7. Question: Can the County provide an impervious area layer and/or data at the individual parcel level, for this study?

**ANSWER: No, Boulder County has not developed an impervious area layer. We do have parcel polygons and individual parcel-level data that may or may not be useful in determining rate and billing options. Please also see the answer to Question No. 12 below.**

8. Question: Could you provide a brief description of the type of aerial and/or Ortho Imagery, infra-red data, the resolution of the imagery, and the year the imagery was developed for the County's service area?

**ANSWER: Boulder County has 3" and 9" imagery from 2018 and is acquiring imagery in 2020. The 2018 imagery covers most of the county and can viewed at <https://maps.boco.solutions/propertysearch/>. The 2020 imagery will be covering a few gaps at the extreme southern edge of the county. This imagery is 3-band and does not have infrared data. Boulder County can provide this information to the contractor that is awarded this work, as part of Task 6.**

9. Question: The RFP indicates that the bidder should provide, "A unit and rate schedule for services and deliverables, itemized by task." Is the bidder expected to provide the project fee amount and average rate by task?

**ANSWER: No, that seems too difficult. We are most interested in the total project cost, the cost of each task, and the staff that will be assigned. The staffing plan can be used to address staff rates. Thank you for this question, we will revise this specification in the future.**

10. Question: Sustainability Questionnaire – Confirming this is optional? The questions appear to be focused on vendors or contractors.

**ANSWER: The Sustainability Questionnaire must be completed and turned in, even though for this RFP it does not factor into the evaluation criteria.**

11. Question: Is there any schedule deadlines or milestones associated with any of the tasks or the project important to the County?

**ANSWER: The important milestones are listed in Section 3 of the RFP Specifications. Ideally, all work would be completed by 12/31/2020. If that is not possible, a request will be made to roll-over the remaining funds to the next calendar (fiscal) year.**

12. Question: Is impervious surface data available and approximately how much of the county does it cover (percent wise) or does it just cover the urbanized areas?

**ANSWER: No, Boulder County has not developed an impervious area layer. We do have parcel polygons and individual parcel-level data that may or may not be**

useful in determining rate and billing options. Also, the Denver Regional Council of Governments (DRCOG) has developed edge of pavement polygons from 2018 imagery for portions of Boulder County. This may or may not be useful to vendors, but is available at <https://data.drcog.org/dataset/edge-of-pavement-polygons-2018>.

13. Question: Is there a listing of past capital improvements with identified funding sources over the last 3-5 years that can be provided?

**ANSWER: A list of Public Works Department drainage improvement projects is provided as Exhibit 1 below.**

14. Question: Can you provide a sample property tax bill / statement?

**ANSWER: A sample property tax bill / statement is provided as Exhibit 2 below.**

15. Question: Do we need to provide certificates of insurance for our sub-consultants?

**ANSWER: Boulder County only executes a contract with the prime contractor/vendor, and the prime contractor does not need to provide certificates of insurance for its subcontractors. However, a contract will require subcontractors to carry identical insurance to the requirements Boulder County has set for the prime contractor. Maintaining those certificates of insurance and passing the necessary insurance requirements on to the subcontractors would be the responsibility of the prime contractor/vendor.**

16. Question: Can staff resumes be included in an appendix and, if so, do they count towards the page number limit?

**ANSWER: Staff resumes can be included in an appendix and this will not count towards the page number limit. Please be aware that the qualifications of individual staff members will need to be generally addressed as part of your proposal's staffing plan.**

#### **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 May 27, 2020.**

**Please note that email responses to this solicitation 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 # 7143-20 in the subject line.

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

May 18, 2020

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7143-20, Stormwater User Fee Analysis.

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. 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.**

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

## Exhibit 1: Drainage Projects, 2016-2020

1. Doudy Draw at SH-170, Davidson Ditch Bypass (Flood Recovery), \$188,000, Capital Improvement – Regional Sales Tax (2019)
2. Monarch Road at Dry Creek No. 2 Minor Structure Replacement (Drainage Improvement), \$260,000, Capital Improvement – Road and Bridge Fund (2016)
3. Airport Road Bridge over Left Hand Creek Stream Restoration (Flood Recovery), Road and Bridge Fund (2020)
4. North County Line Road at Little Thompson River (Flood Recovery), \$383,000, FEMA Assistance (2018)
5. N 83<sup>rd</sup> Street over Little Thompson Bridge Replacement (Flood Recovery), \$3.33M, FEMA Assistance (2016)
6. N 83<sup>rd</sup> Street at Dry Creek No. 2 Minor Structure Replacement (Drainage Improvement), \$2.5M, Road and Bridge Fund (2017)
7. Wagon Wheel Gap Road, Five (5) culvert/bridge replacements (Flood Recovery), \$9.9M, FEMA Assistance (2017)
8. Logan Mill Road at Fourmile Creek Bridge Replacement (Flood Recovery), \$2.6M, FEMA Assistance (2018)
9. James Canyon Road Reconstruction (Flood Recovery), \$15M, FEMA Assistance (2017)
10. Left Hand Canyon/Glendale Gulch Road/Culvert (Flood Recovery), \$1.07M, Department of Housing and Urban Development (HUD) Assistance (2019)
11. Baseline Road at Dry Creek No. 3 Minor Structure Replacement (Drainage Improvement CIP), \$1.3M, Mile High Flood District Cost-Sharing (*In Design – Construction planned for 2021*)

ACCOUNT # R010  
PARCEL #  
TAX DISTRICT: 000090

**Exhibit 2** PROPERTY TAX NOTICE  
TAXES DUE IN 2020

Paul Weissmann--Boulder County Treasurer  
www.bouldercountytreasurer.org ph. 303-441-3520

TAX AUTHORITY	MILL LEVY	MILL LEVY CREDIT	TAX AMOUNT
COUNTY	23.47300	1.40800	\$1,109.55
BOULDER VALLEY RE2	48.35900	0.00000	\$2,285.88
CITY OF LOUISVILLE	7.93400	0.00000	\$375.03
NCWD	1.00000	0.00000	\$47.27
URBAN DRAIN & FLOOD CONT DIST	0.90000	0.00000	\$42.54
LOUISVILLE FIRE DIST	10.58600	0.00000	\$500.39
RTD	0.00000	0.00000	\$0.00
<b>TOTAL</b>	<b>NET LEVY--&gt;</b>	<b>92.2520000</b>	<b>\$4,360.66</b>
	LATE FILING FEE:		\$0.00
	SPECIAL ASSESSMENT:		\$0.00
	SENIOR HOMESTEAD EXEMP:		\$0.00
	<b>GRAND TOTAL:</b>		<b>\$4,360.66</b>

VALUATION	ACTUAL	ASSESSED
LAND	\$343,000	\$24,525
BUILDINGS/IMPROVE	\$318,100	\$22,744
PERSONAL	\$0	\$0
TOTAL	\$661,100	\$47,269
SR EXEMPTION	\$0	\$0
NET TOTAL	\$661,100	\$47,269

MESSAGES

To receive tax notices by email beginning next year, sign up online at [bouldercountytreasurer.org](http://bouldercountytreasurer.org) using this ENotice code:  
  
**5Q7WGZ27**

Para ayuda en español, llame al 303-441-3520.  
In absence of State Legislative Funding, your School Fund Mill Levy would have been: 46.2700000

LEGAL DESCRIPTION OF PROPERTY

LOT 19 SADDLEBACK 1  
  
SITUS ADDRESS: CT LOUISVILLE 80027

PAYMENT	DUE DATE	AMOUNT
FIRST HALF	MAR 2, 2020	\$2,180.33
SECOND HALF	JUNE 15, 2020	\$2,180.33
FULL PAYMENT	APRIL 30, 2020	\$4,360.66

**WHERE TO PAY:**  
Mon-Fri: 1325 Pearl St., Boulder  
Monday Only: 515 Coffman St., #113, Longmont  
Tuesday Only: 1376 Miners Dr., #105, Lafayette  
Office Hours: M-F 8am-4:30pm  
Overnight to: 1325 Pearl St., Boulder, CO 80302

**PAY ONLINE BY CREDIT CARD OR eCHECK at**  
[www.bouldercountytreasurer.org](http://www.bouldercountytreasurer.org)

R010  
LOUISVILLE, CO 80027-1626

IF A MORTGAGE COMPANY REMITS YOUR TAXES, DO NOT PAY THIS BILL:

ADDRESS CORRECTION? (PLEASE PRINT CLEARLY)  
New Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
TAXES MUST BE POSTMARKED BY DUE DATE

**2nd Half Coupon**  
Make Checks Payable to:  
Boulder County Treasurer  
**PLEASE RETURN COUPON WITH YOUR PAYMENT**

Send Payment to:  
Boulder County Treasurer  
PO Box 471  
BOULDER, CO 80306

ACCOUNT NUMBER  
**R010**

LOUISVILLE, CO 80027-1626

PAY ONLINE AT BOULDERCOUNTYTREASURER.ORG  
IF SENDING A CHECK, MAKE SURE TO INCLUDE YOUR ACCOUNT NUMBER

SECOND HALF DUE BY JUNE 15, 2020 \$2,180.33

00000001801043215 00002180339 000000000003

ADDRESS CORRECTION? (PLEASE PRINT CLEARLY)  
New Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
TAXES MUST BE POSTMARKED BY DUE DATE

**1st Half/Full Coupon**  
Make Checks Payable to:  
Boulder County Treasurer  
**PLEASE RETURN COUPON WITH YOUR PAYMENT**

Send Payment to:  
Boulder County Treasurer  
PO Box 471  
BOULDER, CO 80306

ACCOUNT NUMBER  
**R0104321**

LOUISVILLE, CO 80027-1626

PAY ONLINE AT BOULDERCOUNTYTREASURER.ORG  
IF SENDING A CHECK, MAKE SURE TO INCLUDE YOUR ACCOUNT NUMBER

FIRST HALF DUE BY MAR 2, 2020  \$2,180.33  
FULL PAYMENT DUE BY APRIL 30, 2020  \$4,360.66

00000001801043215 00002180339 000043606659



## IMPORTANT INFORMATION ABOUT YOUR TAX BILL:

Para ayuda en español, llame al 303-441-3520

### IF YOUR TAXES ARE PAID THROUGH YOUR ESCROW AND REMITTED BY A MORTGAGE COMPANY, DO NOT PAY THIS BILL

We are required by law to send this notice. Please check that you received the correct notice and save it for your tax records. Please contact your mortgage company with questions about your escrow.

#### PAYMENTS WILL BE ACCEPTED WITHOUT INTEREST IF POSTMARKED BY:

- March 2 & June 15 for half payments
- April 30 for full payments

#### CHECK PAYMENTS:

- Fill out your check carefully
- Put the account number on your check
- Include your payment coupon
- Bill pay checks do not post electronically. Your bank will mail us a check. Please verify the correct payee name and address in your system
- **DO NOT send cash by mail**

#### ELECTRONIC PAYMENTS (NOT BILL PAY)



- Echeck payments—no charge
- Credit cards—2.5% processing fee

**Online:** [www.bouldercountytreasurer.org](http://www.bouldercountytreasurer.org)

**Phone:** 1-800-272-9829 - Jurisdiction Code: 1601

#### OFFICE LOCATIONS AND HOURS

**Boulder** (main office) Monday thru Friday  
8:00 am—4:30 pm — 1325 Pearl St., 1st Fl.

**Longmont** (satellite office) MONDAYS ONLY  
8:00 am—4:30 pm— 515 Coffman St., #113

#### SPECIAL HOURS FOR PAYMENT DATES

February 27, 28; April 29, 30; June 12  
8:00 am—3:00 pm ONLY

**Lafayette** (satellite office) TUESDAYS ONLY

Office open January 21 through September 29, 2020  
8:00 am—4:30 pm— 1376 Miners Dr., #105

#### SPECIAL HOURS FOR PAYMENT DATES

February 27, 28; March 2; April 29, 30; June 12, 15  
8:00 am—3:00 pm ONLY

#### SENIOR AND VETERANS EXEMPTIONS

**Seniors:**

- Must be at least 65 years old as of January 1 of the year in which he or she applies
- Must have owned and occupied the property as a primary residence on record, for at least ten consecutive years prior to January 1 of the year in which he or she applies
- Application must be filed no later than July 15 to have the exemption applied to your tax bill the following year
- Please call the Assessor's Office at 303-441-3530 or visit [www.bouldercountyassessor.org](http://www.bouldercountyassessor.org)

**Veterans:**

- Must be U.S. military veteran who is 100% permanently disabled due to a service-connected disability
- Contact the Division of Veteran Affairs at 303-284-6077 for an application and information

#### SENIOR AND ACTIVE MILITARY TAX DEFERRAL

**Seniors:**

- Must be at least 65 years old as of January 1
- Cannot be earning income from the property (e.g., renting the property)
- Must have 25% equity

**Active Military:**

- You must have been called into military service on or before January 1 of this year

Completed applications must be returned to the Treasurer's Office no later than the close of business on **March 20, 2020**

To apply please call our office at 303-441-3520

#### RECEIPT

If you want to verify a payment, print a receipt or check the amount of last year's taxes for your income tax filing, go to [www.bouldercountytreasurer.org](http://www.bouldercountytreasurer.org) or contact our office.

#### PROPERTY VALUE AND OWNERSHIP QUESTIONS

Please call the Assessor's Office at 303-441-3530

#### LATE PAYMENTS

Property tax must be paid by statutory due dates to avoid paying interest. Under CRS 39-10-104.5.

Month Paid	1st Half	Full	2nd Half
March	1%		
April	2%		
May	3%	1%	
June 1-15	4%	2%	
June 16-30	4%	2%	1%
July	5%	3%	2%
August	6%	4%	3%
September through December	Call for exact amount. 303-441-3520		

#### CALCULATING PROPERTY TAXES

Taxes are calculated using this formula:

$$\begin{aligned} \text{Actual Value} \times \text{Assessment Rate} &= \text{Assessed Value} \\ \text{Assessed Value} \times \text{Mill Levy} &= \text{Taxes Due} \end{aligned}$$

#### Residential Home Example:

Actual Value:	\$350,000
Assessment Rate:	x 7.15% (0.0715)
Assessed Value:	\$25,025
Mill Levy (example only):	x 74.000 (multiply by 0.074)
Property Tax:	\$1,851.86

#### Commercial/Vacant Land Example:

Actual Value:	\$500,000
Assessment Rate:	x 29% (0.29)
Assessed Value:	\$145,000
Mill Levy (example only):	x 74.000 (multiply by 0.074)
Property Tax:	\$10,730.00

#### MOBILE HOMES

If you are selling, moving or demolishing a mobile home, documents from the Treasurer's office are required

- If moving, a moving permit from the Treasurer's Office is required documentation
- Please bring the title with you if possible. All taxes will need to be paid
- C.R.S. 39-10-103(1)(a) This property may not be moved without a valid permit or prorated tax receipt and a transportable manufactured home permit from the County Treasurer's Office. Violators shall be prosecuted
- Payment plans may be available for Mobile Homes. Please contact our office at 303-441-3520 for more information

#### PERSONAL PROPERTY

Personal Property tax is assessed on January 1 each year. This tax is not prorated and the amount on your bill is due even if your business closed at any time during 2019

- Payment plans may be available for Personal Property. Please contact our office at 303-441-3520 for more information