



ADDENDUM #1
Housing & Human Services
BCHA Community Rooms, Outdoor Community Areas & Staff Office Spaces
RFQ # 7261-21

August 27, 2021

The attached addendum supersedes the original Information and Specifications regarding RFQ # 7261-21 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.

1. Question: I have a question on the statement highlighted below- which is on page 6 of this RFQ. I am trying to understand the expectations on the procurement of the items once the FFE packages are completed.

Is the selected firm required to purchase the FFE items and invoice the BCHA for them? Or is the procurement by BCHA directly to any FFE vendors with the design firm reviewing and advising on all agreements on behalf of BCHA.

Using outdoor furniture as an example, will the selected firm be required to have a purchase agreement for the outdoor furniture directly with the vendor and then invoice BCHA for it? Or will the BCHA have a purchase agreement with the outdoor furniture vendor and the design firm's role is to review and advise the Owner on any agreements.

I. INTRODUCTION – BCHA COMMUNITY ROOMS, OUTDOOR COMMUNITY AREAS & STAFF OFFICE SPACES

The Boulder County Housing Authority (“BCHA”), is soliciting submittals from qualified design firms, contractors, and equipment providers for the furniture, fixtures, flooring, painting, and equipment (FFE) for the BCHA’s affordable & subsidized housing community rooms. Specifically, FFE services are requested for community rooms, office spaces, and outdoor community areas as described in the scope of work below.

The scope of work will include design, procurement, and installation of all FFE items in the community rooms, exterior spaces, and offices spaces at the outlined sites below for BCHA affordable and subsidized housing sites. Upon award of this RFQ, the selected proposer will work with BCHA staff and the architect to design and select all FFE items. Once a design is finalized, **the selected firm will be expected to be able to procure** and coordinate the installation/delivery of all FFE items. This work will be closely coordinated with BCHA Maintenance and Operations staff.

ANSWER: The selected firm will procure the items and invoice BCHA.

2. Question: We have received this RFQ and I had a few questions regarding the RFQ our organization currently has a contract with the County would you like us to use that contract for the pricing of this organization?

ANSWER: Without knowing the details of the current contract we are unable to answer this question.

3. Question: Within the FFE number you would also like the cost of flooring as well as what it would cost to paint the spaces, or will the County be hiring a GC to complete the flooring and the painting?

ANSWER: For a cohesive process including the cost of flooring and painting would be preferred. While working with BCHA to create a scope of work, if a GC is required for additional services such as flooring, painting, electrical or plumbing the procurement of these services will be approached to benefit both the identified vendor and BCHA.

4. Question: Introduction: - Paragraph 2 – “Upon award of this RFQ, the selected proposer will work with BCHA staff and the architect to design and select all FFE items.” This indicates the proposer will work with the architect identified by BCHA.
 - a. Who is the BCHA architect?
 - b. Will the BCHA architect provide support for all project sites noted in the RFQ, as needed?
 - c. Will the BCHA architect provide engineering support for all project sites noted in the RFQ, as needed?

ANSWER: This was an oversight in writing the RFQ, no architect is needed for this RFQ.

5. Question: Paragraph 2 – “Once a design is finalized, the selected firm will be expected to be able to procure and coordinate the installation/delivery of all FFE items.”
- a. Is the RFQ intent that the selected firm provides the construction, mechanical and electrical services to “procure and coordinate the installation/delivery of all FFE items?”

ANSWER: Please refer to the response on question 3.

6. Question: What is the project's timeline for completion?

ANSWER: The selected vendor/vendors will work with BCHA to establish a successful timeline.

7. Question: What is the budget for the project?

ANSWER: The selected vendor will work with BCHA to establish a budget and timeline.

8. Question: Will Boulder County issue a yearly contract?

ANSWER: This contract will be issued for a year with the option to renew for one to three years.

9. Question: Is there a possibility of awarding the contract to multiple vendors or one single awardee?

ANSWER: Multiple vendors is possible.

10. Question: Is the payment term negotiable? I'm asking because as a small business owner we don't have the kind of cash to upfront the project to purchase the FFE and bill the agency afterward.

ANSWER: Yes, payment terms are negotiable.

11. Question: This comment is related to question #5. On a project like this scope, one option for a small business is to borrow a short-term loan with interest and factor the interest rate into the pricing if the agency will not advance the money for purchasing the FFE in advance.

ANSWER: Refer to response on question 10.

12. Question: What is the approximate Timeline for the various project renovations?

ANSWER: The selected vendor/vendors will work with BCHA to establish a successful timeline.

13. Question: Will the new FF&E for each location be ordered within a similar timeframe or over an extended period/years.

ANSWER: Ideally yes, if needed this can be split into different phases.

14. Question: Will the RFP for all locations be awarded to a single source or will each project be awarded individually?

ANSWER: Multiple vendors can be awarded.

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 September 8, 2021.**

Please note that email responses to this solicitation are limited to a maximum of 50MB capacity.

NO ZIP FILES OR LINKS TO EXTERNAL SITES WILL BE ACCEPTED. THIS INCLUDES GOOGLE DOCS AND SIMILAR SITES. ALL SUBMITTALS MUST BE RECEIVED AS AN ATTACHMENT (E.G. PDF, WORD, EXCEL).

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 # 7261-21** 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**

August 27, 2021

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFQ #7261-21, BCHA Community Rooms, Outdoor Community Areas & Staff Office Spaces.

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. 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 _____

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