



ADDENDUM #1
Community Planning & Permitting
Community Planning & Permitting Strategic Plan
RFP # 7318-22

March 22, 2022

The attached addendum supersedes the original Information and Specifications regarding RFP # 7318-22 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: On Page 9 of the RFP, the County asks for three sample projects with references. Is the County seeking descriptions of those projects or copies of the final work products?

ANSWER: Final work product is preferred, but either submission will be acceptable.

2. Question: Are there any existing plans or initiatives, either within the department or within the County, that the department would like to incorporate and/or align with during the strategic planning process?

ANSWER: Yes, Boulder County's strategic priorities: Affordable Living, Climate Action, Equity & Justice, Land & Water Stewardship, Organizational & Financial Stewardship, and Boulder County's Cultural Responsiveness and Inclusion (CRI) Road Map and how this may inform the development of a Racial Equity Action Plan as part of the Strategic Planning process.

3. Question: Can the County provide any detail on the type of performance metrics currently in use within the department?

ANSWER: The Department uses some ad hoc reporting measures for efficiency and expectation setting. Developing metrics and performance goals for certain functions is a key objective of the plan

4. Question: Has the County or the department conducted any employee engagement or customer satisfaction survey recently? If so, can those results be provided?

ANSWER: We have done some surveying within our department. The County also does employee engagement surveys every 3 years and completed the GARE survey last year. We plan to share results as part of the onboarding process with the selected vendor.

5. Question: Does the County envision aligning the department's Strategic Plan with future budget or funding requests?

ANSWER: Yes, we plan to use this to analyze our current departmental budget and use that information help develop and support future requests.

6. Question: Has County staff received diversity, equity and inclusion (DEI) training recently?

ANSWER: Yes, and there are ongoing programs that the County continues to offer.

7. Question: Is the County open to proposed timelines that differ from that stated on Page 9 of the RFP?

ANSWER: The County can be open to a different timeline given that it is demonstrated to be a benefit to the project.

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 March 29, 2022.**

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 RFP # 7318-22 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**

March 22, 2022

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7318-22, Community Planning & Permitting Strategic 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. 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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