



ADDENDUM #1
Public Works - Engineering Division
Consultant Continuing Services for Boulder County Public Works Department –
Engineering Division
SOQ # 7398-22

December 9, 2022

The attached addendum supersedes the original Information and Specifications regarding SOQ # 7398-22 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: How is SOQ #7398-22, Consultant Continuing Services for Boulder County Public Works Department – Engineering Division different from SOQ #7313-22?

ANSWER: Public Works' Building Services Department procured consultants through SOQ #7313-22, *Continuing Services for the Boulder County Public Works Department* that was due in Spring 2022. Those services are used primarily for buildings and facilities. Public Works' Engineering Division is currently soliciting services for use on transportation projects.

2. If firms propose on this solicitation, will they be selected for work requests from the Community Permitting & Planning Department?

ANSWER: Yes. Boulder County Public Works – Engineering Division and Community Permitting & Planning Departments will review relevant categories all proposals separately and choose those best suited for their work. If one consultant is selected by both departments, two contracts will be issued, one from each department.

3. Question: Can consultants ask questions prior to December 27, 2022?

ANSWER: Yes. Consultants may ask questions prior to December 27, 2022. An optional pre-proposal meeting will be held for initial questions and questions may be asked at that meeting or by the end of business the same day the pre-proposal meeting is held.

3. Will there be a pre-proposal meeting?

ANSWER: Yes. Boulder County Public Works Department – Engineering Division will hold an optional pre-proposal meeting via MSTEams on Wednesday, December 14, 2022, 9:00 A.M.-10:30 A.M. that will be used primarily to answer questions. Please see the link below.

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YWM3NTM1MjctMjgyMC00ZjE2LTgwMDYtNzFkZTRjNmUwOTcy%40thread.v2/0?context=%7b%22id%22%3a%2237b2947c-8e0a-47a0-a213-43cbd12bf137%22%2c%22oid%22%3a%226129f197-07a4-4edd-ba28-703a389660bc%22%7d

Meeting ID: 277 789 412 145

Passcode: ncoVsn

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 720-400-7859, 530097492#](#) United States, Denver

Phone Conference ID: 530 097 492#

4. Question: If subconsultants are performing a category in the discipline questionnaire, should the prime firm check that discipline and provide work examples for the sub? Or should the prime firm just check the disciplines it can self-perform?

ANSWER: As directed within the Submittal Section, “Please submit one proposal from individual firms and not teams.” Subconsultants that qualify under any of the categories that wish to do work with the county shall submit their own proposal. Consultants shall check only the disciplines they can self-perform.

5. Question: Page 6 of the SOQ document indicates that the County intends to select one or more firms for each discipline. Is the County wanting firms to only propose on those disciplines that are performed “in-house” by the prime consultant or should the proposal include a team (prime and subconsultants) that can perform all of the listed disciplines?

ANSWER: As directed within the Submittal Section, “Please submit one proposal from individual firms and not teams.” Subconsultants that qualify under any of the categories that wish to do work with the county shall submit their own proposal. Consultants shall check only the disciplines they can self-perform.

6. Question: Page 13 of the SOQ document states the proposal should be from individual firms and not teams. Projects may require services that span over various disciplines and the use of subconsultants may be needed to complement the services performed by the prime consultant. Please clarify if proposals should include information on those subconsultants that could supplement the services the proposing firm performs. For example, Company X performs transportation design services, but doesn't perform surveying. The survey work would be subcontracted and therefore, it is presumed that the County would want to see information for the survey subconsultant under the transportation engineering or other applicable disciplines, but not submitted under the standalone Surveying discipline.

ANSWER: It is correct that it states, "Please submit one proposal from individual firms and not teams." It is understood that prime consultants may end up with subconsultants doing other work as needed to fulfill a project scope. For the purposes of this solicitation, the county will only contract with the prime consultant. Once consultants are selected, they may propose on projects throughout the duration of the contract period. Consultants can indicate within those proposals individuals and firms that make up the entire team that will do work on that proposed project. Subconsultants that qualify under any of the categories that wish to do work with the county shall submit their own proposal. Consultants shall check only the disciplines they can self-perform.

7. Does the communication consultant need to produce bilingual communications?

ANSWER: Yes, Communications consultants must have the ability to produce bilingual communications through their own firm or via hired subconsultants as needed when chosen for specific projects.

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 Wednesday, January 4, 2023.**

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 SOQ # 7398-22 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 proposal is received on time at the stated location(s). Any proposal 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 proposals, to waive any informalities or irregularities therein, and to accept the proposal 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**

December 9, 2022

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for SOQ #7398-22, Consultant Continuing Services for Boulder County Public Works Department – Engineering Division.

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 _____

End of Document