



ADDENDUM #1
Public Works - Building Services
Boulder County Facilities Master Plan Services 2024
RFQ # 7414-23

March 14, 2023

The attached addendum supersedes the original Information and Specifications regarding RFQ # 7414-23 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

Please note: BIDS will only be accepted electronically by emailing purchasing@bouldercounty.org.

1. Question: Is it possible to expand on the 3-year window for example projects to 5 or 7 years?

ANSWER: We can expand this requirement to 7 years.

2. Question: Confirming - there is no page limit if the file is under the 50MB threshold.

ANSWER: Correct, there is no page limit.

3. Question: Pg12 Organization of the RFQ Submittal states – “...indexed and tabbed per the (6) sections noted below...”. There is only 5 Tab specified. Is there to be a 6th Tab and what is to be included under that Tab?

ANSWER: There were two typos on that Tab 3 references. We want (1) reference per project, with a minimum of (2) projects completed in the last 7 years. (We have changed the year requirements from question 1 above).

It should read:

References: Provide a list of at least 2 relevant master plan projects completed or begun within the last (7) years with contact information, along with a project

description and contact information for one (1) client, per project, specifically relevant to this RFQ.

4. Question: Tab 3 – References – asks for 2 relevant projects with “...contact information, along with a project description and contact information for three (3) previous clients...”. Are you asking for 2 or 3 or 5 relevant example projects? Or 2 project examples and an additional 3 client references? Do all of the above need to be within the 3-year required window? Please clarify.

ANSWER: See answer above for question 3 that references the typo on Tab 3.

5. Question: Tab 4 – Fee Structure – states – “...fee structure...that includes hourly rates...”. Please confirm hourly rates for team personnel is sufficient for this Tab requirement. Or are you wanting an organization structure for the team?

ANSWER: Please add organization structure for the team to the Fee Structure. Tab 4 should now read: “Provide a fee structure and organizational structure for the proposed project team that includes hourly rates for each team member.”

6. Question: Are there changes at Boulder County that call into question the assumptions or conclusions of the previous FMP, or is this considered a routine update that should build on what the 2018 plan outlined?

ANSWER: Yes, there are many changes to boulder county operations since 2018 that will affect the 2018 FMP findings.

- **Boulder County had a re-org in 2020 that changed many of our department names and created new departments. We created the following new departments: Office of County Administrator, Office of Sustainability and Resiliency (OSCAR), HR, IT and the Office of Racial Equity (ORE). Transportation became Public Works; Land Use became Community Planning & Permitting and Administration Services no longer exists.**
- **Since the pandemic, staff are effectively working remotely with hybrid technology which will change our SF per employee calculation in the 2018 FMP.**
- **Additionally, we also have created a consolidation of services in Lafayette at our SE County Hub at 1755 South Public Road. (Opening June 2023). This new building will host the following services: Motor Vehicle (already in Lafayette), Treasurer, Assessor, Housing and Human Services, Public Health Works Program (already in Lafayette) and a new group called Southeast County Co-Responders.**

7. Question: Confirm if fee structure is hourly rates only at this stage.

ANSWER: Correct, fee structure will be looking at hourly rates for the RFQ. Please also note from question 5 above we want to know your organizational structure.

8. Question: Tab 5 text matches Tab 4: Confirming no other action is needed beyond completing the sustainability questionnaire?

ANSWER: Tab 5 should read: Tab 5- Sustainability Questionnaire: Fill out questionnaire for your entire team.

9. Question: Does Boulder County own all their buildings? Lease? Or a mix of owned & leased (lease expirations to inform phasing /swing moves, level of C.M. and overall mgmt. during swings).

ANSWER: Most county facilities are owned by the county. We currently have a lease in Lafayette on Minors Drive where Motor Vehicle currently operates. They will be moving into the SE County Hub once that building is completed.

10. Question: Is the SOW to provide scope for all 3 phases? (Confused by the verbiage on page 9 (The final scope of work will be open to negotiations with the selected consultant to better leverage their expertise and incorporate best practices for Master Planning.).

ANSWER: The SOW summary on page 9 summarizes how we see the work right now. Consultants do not need to provide any scope for these phases in their RFQ response. We believe after the interviews we will want to fine tune the SOW with the awarded consultant team.

11. Question: Will we be able to review the 2018 Facilities Master Plan ahead of the RFP phase if chosen?

ANSWER: The 2018 Facilities Master Plan can be found here:

12. Question: Will engagement with stakeholders be allowed (ex. leadership, department leads, subject matter experts, business resource groups, staff, etc.) for interviews, focus groups, surveys, etc.?

ANSWER: When the project starts, we will have regular meetings with our Executive Advisory Board, which will be made up of Department Heads and Elected Officials.

13. Question: For all the occupants listed in the 'Existing County of Boulder Facilities' table – do they fall into one of the 21 different elected official organizations and departments?

ANSWER: Please see the Elected officials on the left side of our Organizational Chart

14. Question: Are projected staffing levels already determined for all 21 organizations or is this something to be determined during the strategy?

ANSWER: Staffing levels and frequency of use of county facilities will be part of the Facilities Master Planning strategy.

15. Question: Is a hybrid/remote work policy already in place? If yes, is it the same policy across the entire organization or does it vary by department? If there is not one in place – will the strategy include a development of an overall work policy?

ANSWER: The county has a Hybrid Work policy. Section 6.68 of the County Policy Manual. The policy states that employees who work 50% or more remotely may be required to share a workspace when they work onsite. The County Commissioners allow each department to choose what days, if any, employees are to be on-site.

16. Question: Are there recent floor plans for all buildings/all floors that can be provided at project kick off?

ANSWER: Yes. We have PDFs of all our buildings created in 2018 that can be shared at the project kick off.

17. Question: Clarification on page 6: mention the possibility of selecting new facilities. Does the strategy include developing tools and resources to aid in new building selection or are actual facilities already being determined?

ANSWER: Several sites/ facilities were reviewed in 2018, as shown at the end of the 2018 Facilities Master Plan. Since then, as noted in the answer to question 6 above the space requirements that were determined in 2018 need to be updated due to the pandemic, the county re-org and the development of the SE County Hub.

18. Question: Of the square footage identified, can you provide the current composition of services?

ANSWER: Boulder County Org Chart:

19. Question: The current and (potential forecasted) % of workspace vs. other (operational, equipment or other).

ANSWER: This is TBD in the Facilities Master Planning effort of 2023.

20. Question: Will there be any space utilization assessments needed, or assessment of utilization data?

ANSWER: Yes, this is TBD in the Facilities Master Planning effort of 2023.

21. Question: Phase II: what is their anticipated process of space assessment?

ANSWER: Individual meetings with each department.

22. Question: Phase III: given your timeframes are within 5 year 'groupings' we should anticipate additional changes/input within the market to inform how the market might change over 30 years.

ANSWER: County services grow after the county demographics grow. Each department can forecast their future growth based on past growth.

23. Question: Page 13 clarifications:

Can more than one team member be a part of and speak at the presentation to the selection committee?

ANSWER: Yes.

24. Define what is meant by 'primary presence in the county'? Does this refer to having someone physically present on a daily basis?

ANSWER: We want your project team lead to present in the interview.

25. Question: In our experience with County facilities master planning, the departmental leadership for correctional and detention facilities often retain consultants under a different contractual mechanism to develop space needs and master plan these specialized facilities. Has the County evaluated whether to exclude correctional and detention facilities from the scope of the space needs and master plan?

ANSWER: The county does not want to exclude the Jail (County owned detention facility) from the County Facilities Master Planning effort. The Sheriff's Office, including the Jail, Admin, Office of Emergency Management and Dispatch should be part of our 2023 Facilities Master Planning effort.

26. Question: On page 13 of the RFQ, the requirement expected is duplicated for both Tab 4 and Tab 5. It appears to only apply to Tab 4 – Fee Structure - is this correct? If so, what is the requirement for Tab 5?

ANSWER: Tab 5 is for the sustainability questionnaire. Please see the answer to Question 8.

27. Question: Will cost estimates be required as part of the planning recommendations?

ANSWER: The county wants ROM costs for new facilities and renovations of existing facilities as part of the 2023 planning effort.

28. Question: Tab 4 and Tab 5 descriptions are duplicated on page 9. Should Tab 5 reference the attachment beginning on page 15?

ANSWER: Tab 5 is for the sustainability questionnaire. Please see the answer to Question 8.

29. Question: Please describe what is required for Tab 4 – Fee Structure if more than hourly rates are needed.

ANSWER: See answer to question 5 above. (Please add organization structure for the team to the Fee Structure).

30. Question: Justice- Will the courts and jail be included in the master plan? Does this master plan need to develop projections of need for the courts and jail or will the state/Boulder County provide these assumptions

ANSWER: Include the courts and Jail in the 2023 FMP. The 20th Judicial Courts and City of Boulder Municipal will inform us with court room projections. The Sheriff Office will provide us with Jail projections.

31. Question: Workplace: Has the county established workplace standards? Are these available? Do these include assumptions for remote workers?

ANSWER: Formal workplace standards have not yet been adopted by the County Commissioners. Design Guidelines have been created by Building Services that will be shared with the contracted consultant. Please see the answer to question 15 regarding county policy for remote workers.

32. Question: Sustainability: What are the County's sustainability goals with regard to facilities? Is this something that the County would like the selected consultant to assist them in further refining?

ANSWER: Our current sustainability goals is to build to a LEED Gold equivalency and to meet all of Boulder County's electrical needs with 100% renewables by 2025.

33. Question: Contracting: Does the County have minimums for historically underutilized businesses? Does this apply to the overall contract or only to those services that are outsourced?

ANSWER: No. The county does not have minimums for historically underutilized facilities.

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 28, 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 **RFQ # 7414-23** 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 14, 2023

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFQ #7414-23, Boulder County Facilities Master Plan Services 2024.

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 **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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