



**Request for Proposal (RFP)
RFP 19-400
Permitting, Code Enforcement and Certified Arborist Services**

ADDENDUM #3 - Q&A

Question #1: Page 12 - Section 3.4, highlighted sentence - please confirm that the, "signed statement letter" is the Proposal Letter provided on page 2?

Answer: YES

Question #2: Page 16 - Section 5.6, what does the City want to see as evidence of a "Fidelity Bond"? We note that the rest of the paragraph discusses insurance requirements.

Answer: We do require the Fidelity Bond it is a type of insurance on employees for protection against losses – either monetary or physical.

Question #3: Page 18 - Cost Proposal - how will the City allow for cost escalation (employee raises) over the three-year term?

Answer: The city anticipates a cost escalation clause as part of the final contract. Proposers may include an anticipated escalation factor as part of the cost proposal.

Question #4: Please describe what the City will be providing in terms of any software to be used to support the services requested in the RFP versus what the City wants the successful firm to provide. Examples include, but are not limited to, receipt and processing of payments from applicants, GIS interface, electronic plan submittals, et cetera.

Answer: The city will provide all software including, but not limited to, payment processing, GIS, open records, and electronic plan review and permitting programs. Successful firm will not be expected to provide software.

Question #5: Question regarding the Fidelity Bond; is the City looking for evidence of a crime policy? If so, we don't see that type of exposure on this contract and recommend the City delete this requirement.

Answer: NO. If so, we don't see that type of exposure on this contract and recommend the City delete this requirement.

Question #6: Are we correct to assume that the start date for full operational services is January 1, 2020?

Answer: Yes

Question #7: Should the City choose to retain a new firm, will the City reimburse the new firm for costs incurred in the transition phase leading up to the start date? These costs would be primarily related to human resource matters in an attempt to transition incumbent staff to the new firm.

Answer: This question is unclear as to limits on potential costs to the city and proposers would be in the position to fill the jobs outlined in the RFP whether retaining incumbent staff or not. Proposers may include anticipated transition costs as part of the cost proposal should they choose.

Question #8: Page 11, Section 3.1, “A list of industry trained personnel on staff and their resumes.” We have a LOT of people in our firm that fall into this category around the country and providing a resume for all of them would both burden you and us. Could you confirm that you are only asking for the resumes of the Key staff members we are proposing for this contract? (We are also happy to provide a list of the related job classifications and the number of employees that we have in each, if you like.)

Answer: At minimum the city would be looking for resumes for the building official, permit manager/system administrator, code enforcement manager, and city arborist. Submission of resumes for individuals filling other positions is optional.

Question #9: Your bid bond form mentions a performance and payment bond – isn’t that a typo?

Answer: That is a typographical error. Only the Bid and Fidelity Bonds are required for this project. See Addendum.

***** END OF ADDENDUM *****