

**ADDENDUM NO. TWO**  
**REQUEST FOR PROPOSALS**  
**CDBG MCALLISTER PARK SOCCER PITCH**  
**PROJECT NO. 24-543**  
**CITY OF THORNTON, CO**

TO: Prospective Proposing Firms and all others concerned

DATE: January 11, 2024

PURPOSE: To provide additional information and clarification to the solicitation documents for the above-referenced Project.

1. The following information shall become part of the Request for Proposal (RFP) for this Project.

A. Updated RFP Exhibit Documents:

- i. Update of Exhibit B: Consultant's Personnel and Subconsultants Listing.
- ii. Inclusion of Exhibit C: Schedule of Charges.
- iii. Renaming of original Exhibit B: The Contractor Drawdown Request to Exhibit D: The Contractor Drawdown Request.

2. The following questions and answers are provided for additional clarification to the RFP.

**Question 1:** Section V: Proposal Preparation states that we should include Exhibit B: Consultant's Personnel and Subconsultants Listing and Exhibit C: Schedule of Charges with our response. However, neither of these forms are included in Exhibit 2 as described. Can you please provide these two documents?

**Answer 1:** Yes, these have been added to this Addendum and as noted per the above, see the updated Exhibits attached.

**Question 2:** On Page 16 of the RFP, the "estimate of labor resources" requested in Item 6 appears to be asking for the same information as Item 7 (the aforementioned Exhibit C: Schedule of Charges). Can you please clarify the difference between these two sections, or, if they are requesting the same information, can these two sections be combined into one?

**Answer 2:** These two items can be combined and shown on Exhibit C

**Question 3:** Item 11 on page 16 instructs us to submit the requested financial information in a separately sealed and labeled envelope. Because the proposal instructions state that we may turn in our responses either as physical hard copies OR electronically via BidNet, how does the City wish this section to be prepared if a proposer chooses the electronic option?

**Answer 3:** Please utilize BidNet Direct, or in-person only, for those utilizing BidNet, please provide as a separate PDF and mark it as confidential.

**Question 4:** Can you please clarify if the City expects the field to be lit with athletic field lighting?

**Answer 4:** Not at this time, but we intend to add lighting in future phases. Currently we have a lighting project that is installed, and the City Manager wanted to evaluate the impact before approving additional lighting at our sports courts and fields.

**Question 5:** The RFP notes various durations for project phases (e.g., page 67 notes 100 calendar days for Preliminary Design Phase and 140 calendar days for Final Design Phase). It is believed that based on the scope, the project can be completed in different amounts of time than noted. Should we present a timeline of how long we think the project will take, or should we adhere to the numbers provided in the RFP?

**Answer 5:** For the aforementioned scheduling of the Project, this is used to determine the different phases of the Project and used for example only. The consultant may present their own schedule with durations as reviewed by their project team and deemed fit to complete the tasks of the Project.

**Question 6:** Page 63 notes that Permit documents are to be submitted after the FOR Meeting. Is this correct, or may the consultant dictate when the permit set is released?

**Answer 6:** Similar to Question 5, the provided timeline is for notating the phases the City expects to see from the life cycle of the design phase. The Consultant may present their timeline as they see fit.

3. All other terms and conditions shall remain unchanged except as provided by this Addendum. Proposing firms must acknowledge receipt of this Addendum in their Proposal.

## ***END OF ADDENDUM NO. TWO***

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Dennis Laurita  
Contracts Supervisor

Date



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# EXHIBIT C

## SCHEDULE OF CHARGES

**BILLABLE HOURLY RATES AND ESTIMATED TOTAL COST:**

Category	Billable Hourly Rate		Estimated Total Hours		Estimated Total Cost
Project Executive		X		=	\$
Project Manager		X		=	\$
Project Engineer		X		=	\$
Design Engineer		X		=	\$
Engineering Tech		X		=	\$
CAD Tech		X		=	\$
Survey Party Chief		X		=	\$
Surveyor		X		=	\$
Clerical		X		=	\$
Other (list)		X		=	\$
<b>TOTAL</b>					<b>\$</b>

**(Use additional page if necessary.)**

**REIMBURSABLE EXPENSES:**

Reimbursable expenses include, but are not necessarily limited to, copying, printing, postage, local mileage, out of town travel and living expenses, courier expenses, owned or rented equipment costs, subconsultant costs, and subcontractor costs, if any.

All categories of reimbursable expenses for which Consultant will expect compensation are listed below. Categories of expenses not listed shall not be reimbursed separately and shall be considered to be included in Consultant’s personnel billable hourly rates, or if a NTE amount was converted to a lump sum fee, to be included in the lump sum fee.

Listed expenses incurred by Consultant from outside vendors such as printers, courier services, rental equipment, subconsultants, or subcontractors will be reimbursed at cost without further mark up. Consultant’s management of outside subconsultants and or subcontractors will be reimbursed at the Billable Hourly Rates for Consultant’s personnel involved in the management and not through a percent fee mark up. Detailed documentation (vendor invoices) must be supplied for an outside expense to be eligible for reimbursement.

Expenses incurred by Consultant from in-house operations, such as in-house printing, copying, Consultant owned equipment, etc., will be reimbursed at the rates indicated below. Detailed unit prices for all in-house expenses for which Consultant will expect compensation are listed below. Vehicle mileage in connection with the performance of the Services will be reimbursed at the rate currently allowable under IRS rules for passenger vehicles, and at rates herein defined for specialty vehicles, such as survey trucks.

**REIMBURSABLE EXPENSE CATEGORIES AND RATES:**

In-house Expense Category	UOM	Rate		Outside Expense Category	UOM	Rate
Passenger Vehicle	Mile	IRS		Postage	LS	Cost
Copying ___" x ___" BW				Courier	LS	Cost
Copying ___" x ___" Color				Subconsultants	LS	Cost
Printing ___" x ___" BW				Subcontractors	LS	Cost
Printing ___" x ___" Color				Rental Equipment	LS	Cost
_____ Equipment						

Use additional sheet if necessary

# EXHIBIT D

## CONTRACTOR DRAW-DOWN REQUEST

<b>City of Thornton, Colorado</b>	
<b>Community Development Block Grant Program</b>	
Agency Name:	Program Year: 2021
Address:	Drawdown Number: 1
Phone Number:	Reporting Period:
Contact Person:	Activity Name: McAllister Park Design

DESCRIPTION	
Line 1: Original Activity Budget	\$70,030.30
Line 2: Net Budget Amendments for Program Year	\$0.00
Amendment #1	\$0.00
Amendment #2	\$0.00
Line 3: Revised Budget (Line 1 + Line 2)	\$70,030.30
Line 4: Total Previous Draws to Date	\$0.00
Line 5: Available Draw Down Amount (Line 3 - Line 4)	\$70,030.30
Line 6: Total Amount of Expenditures Eligible for Reimbursement	\$0.00
Line 7: Total Program Income Received	\$0.00
<b>Line 8: Current Draw Down Request (Line 6 - Line 7)</b>	<b>\$0.00</b>
Line 9: Total Expenditures to Date After Draw Down (Line 4 + Line 8)	\$0.00
<b>Line 10: Remaining Balance (Line 3 - Line 9)</b>	<b>\$70,030.30</b>

I hereby certify that, to the best of my knowledge, this request for payment represents a true and correct statement of the work performed and costs incurred and is necessary and reasonable in conformance with the contract terms.

\_\_\_\_\_  
Contractor/Contractor Signature

\_\_\_\_\_  
Contractor/Contractor Title

\_\_\_\_\_  
Date

# EXHIBIT D

## CONTRACTOR DRAW-DOWN REQUEST (CONT.)

To be Completed by CDBG Staff

IDIS Project # _____	JD Edwards Acct # _____
IDIS Activity # _____	Purchase Order # _____
IDIS Activity Name _____	Contract # _____
If first draw, Environmental Review completed _____	Outcome Perf. Report Submitted _____
Is Davis Bacon applicable? _____	Approval for Davis Bacon _____
Final DRAW-IDIS approval _____	Rescind Balance _____
Contractual Relationship: Contractor Contractor	
I have reviewed the documentation and find it adequate to support payment, per OMB Super Circular (2 CFR 200) as applicable.	
CDBG Staff signature & date: _____	
Supervisor/Manager Signature & date : _____	
Notes:	