

ADDENDUM NO. ONE
REQUEST FOR PROPOSALS
ON-CALL BUILDING CODE REVIEW SERVICES
PROJECT NO. 333-25
CITY OF THORNTON, CO

TO: Prospective Proposing Firms and all others concerned

DATE: December 12, 2025

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 original Request for Proposal (RFP) for this Project.

A. The due date for proposals to be received by the City of Thornton, shall extend from 4:00 p.m. on December 16, 2025, to **4:00 p.m. on December 23, 2025.**

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

Question 1: During the Prebid conference it was mentioned that this contract would primarily be utilized for reviewing retaining walls exceeding 8' in height and bridges. Can you help clarify whether this is right-of-way work or work on private property? Are these vehicular bridges or pedestrian bridges?

Answer 1: All of these project types and services would be covered. In short, walls and bridges on private property and as a future city asset are to be covered as needed.

Question 2: On page 33/44, under the Scope of Services that says: "Inspection including structural, mechanical, and electrical systems for compliance with the International Building Code, International Mechanical Code, International Fuel Gas Code, International Plumbing Code, International Energy Conservation Code, International Residential Code, Colorado Model Electric Ready and Solar Ready Code, the National Electric Code and appropriate city regulations as they relate to approved building plans." Does the City want us to propose inspections and plan review staff?

Answer 2: We will need plan review staff to review bridges, walls, buildings, etc. And need inspectors to perform inspections. The inspectors won't need to perform tests (i.e. hydraulic tests, geotechnical tests, etc.) but will need to review those tests or the results of those tests vs the requirements included in our regulations

Question 3: Can the type of work please be confirmed and if there is an estimated percentage of project types to be covered under this agreement;

Answer 3: There is no way to really estimate the percentage of project types in the future as these projects are constructed by private developers and are not planned (in terms of a timeline) by the city.

Question 4: For volume of work expected, can an expectation be given for the following:

- o Scale of each review (typical number of drawings / size of building), if possible.
- o Quantity of reviews per month or quarter typically/expected.
- o Volume of work anticipated from the Fire Department or others accessing this On-Call.

Answer 4: The reviews range from five (5) pages to forty plus (40+) pages. Some months there is no work, and some months we have hundreds of pages. To date, there has not been a lot of Fire Department or other non-building inspection workload.

Question 5: What is the expected turn-around time for a proposal on any task? Does the consultant firm have the option to bid on the task or not? Is there a negotiation period? Will we be able to define this as part of our fee proposal per task?

Answer 5: The expected turn-around time is two to three (2-3) weeks from receipt of assignment for the initial review. The Consultant reserves the right to not bid at time of "Request For Bid". There is not a negotiation period. Task assignments are awarded upon complete bids and lowest price for the Project. There is ample time during the RFB phase to ask clarifying questions as needed. An estimated timeline will be established on a project-by-project basis.

Question 6: What is the estimated number of firms planned to be awarded to for this on-call? And per subsequent task order?

Answer 6: The estimated number of firms selected to make the list range on average between three to five (3-5) firms or as needed to fulfill all aspects of review needs. On average there will be one (1) firm awarded per task assignment associated with each project Request for Bid, so long as that firm is able to perform all aspects of the requested review.

Question 7: Will reviews/reports require a signature or PE stamp and seal?

Answer 7: Yes, some of the more extensive reviews will require a PE Stamp as a part of the response letter covering the engineer's role as the reviewer.

Question 8: Can you clarify what type of inspection is required? (Visual only or testing etc.?)

Answer 8: Visual inspection and reading testing reports from 3rd parties.

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. ONE

DocuSigned by:
Dennis Laurita 12/12/2025
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Dennis Laurita Date
Contracts Supervisor