

ADDENDUM NO. ONE
REQUEST FOR PROPOSALS
ON-CALL OWNERS REPRESENTATION SERVICES
PROJECT NO. 335-25
CITY OF THORNTON, CO

TO: Prospective Proposing Firms and all others concerned

DATE: January 15, 2026

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. In Section V. PROPOSAL PREPARATION, part B., paragraph 9., the words *“the bank’s opinion on”* shall be deleted.

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

Question 1: Can consultants propose on any or all of the specialty services 1-8 as listed in the RFP?”

Answer 1: Consultants do not have to propose on all eight (8) categories of services. Consultants shall identify their strengths for any of the services as they choose in the RFP.

Question 2: “Will the City be selecting firms for each service category or will the firm/team selected need to provide all the services in the RFP?”

Answer 2: The City will select firms for each category based on anticipated needs. Consultants shall identify their strengths for any of the services as they choose in the RFP.

Question 3: “Is there a limit to how many consultants are selected for each specialty service?”

Answer 3: There is no limit to the number of Consultants selected. Thornton shall select Consultants based on anticipated needs.

Question 4: “For the project references and past projects, would the City prefer five references and project examples per service category, or five total references/projects that include the scope services?”

Answer 4: To be qualified, Consultants must provide a *minimum* of five (5) total projects in Colorado within the past three (3) years. Consultants are welcome to provide more than five (5) projects from any location or timeframe to demonstrate their strength in different service categories.

Question 5: "Are geotechnical and environmental testing services anticipated to be provided in a separate City contract, or are those services are expected to be included (or managed) as part of the Owner's Representative on-call scope."

Answer 5: The City hires geotechnical and environmental testing services in a separate contract. The Owner's Representative Consultant shall manage, schedule, review reports, approve payments, and perform other coordination as delegated by the City.

Question 6: "Is a bank letter acceptable if the firm has been in operation for less than a year?"

Answer 6: A letter stating the firm's checking account balance and available credit line is sufficient.

Question 7: "Can the consultant include past reference projects performed by current employees while under employment by different firms?"

Answer 7: Consultants may include past reference projects performed by current employees while under employment by different firms. The *minimum* five (5) projects must still be in Colorado and within the past three (3) years.

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:	
	1/15/2026
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Patrick Hinterberger	Date
Contracts Supervisor	

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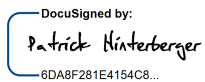
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