

City of Aurora

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September 19, 2022

Staff Augmentation for Aurora Water Project Management Services Request For Proposal (RFP) No. R-2295

ADDENDUM NUMBER ONE

This Addendum Number One supersedes and/or supplements all portions of the RFP Documents with which it conflicts. Proposers must acknowledge receipt of this addendum in their Proposal letter.

A handwritten signature in black ink that reads "Nathan Jones". The signature is written in a cursive style and is positioned above a horizontal line.

Nathan Jones
Procurement Supervisor

**Staff Augmentation for Aurora Water Project Management Services
Request For Proposal (RFP) No. R-2295**

ADDENDUM NUMBER ONE

Scope of this Addendum

Addendum Number One includes modifications to the following RFP Documents issued September 2, 2022. These modifications are deemed necessary by the City of Aurora.

I. Attachment

1. Questions & Answers

The total number of pages contained in this Addendum Number One, including cover, is three (3) and one (1) attachment.

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End of Addendum Number One

If you have any questions or concerns regarding this addendum or procurement document, please contact Nathan Jones at 303-739-7343 or via email at njones@auroragov.org

STAFF AUGMENTATION FOR AURORA WATER PROJECT MANAGEMENT SERVICES

RFP-2295

Responses to Questions

Q1 Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

A1 Yes. NA.

Q2 Could you please confirm the period of performance? Also, could you please provide the estimated start date of the project and the no. of working hours?

A2 The contract period will be twelve (12) months. We anticipate the start of services to begin early December 2022. The PM is expected to work 40 hours a week.

Q3 Please confirm if this position will be hybrid and how many days the candidates would be needed to be onsite.

A3 The position will require the PM to work on-site three (3) days a week at the beginning of the contract period. The PM's onsite days per week may be changed to two (2) days per week at the discretion of the city's supervisor after a period of no less than ninety (90) days.

Q4 How many candidate resumes can we submit?

A4 Firms may submit multiple candidates for the city's consideration provided the candidates meet the minimum qualifications set forth in the RFP.

Q5 What is the place of performance?

A5 The Aurora Municipal Center: 15151 E. Alameda Parkway, Suite 4400 Aurora, CO 80012

Q6 What are the historical annual spending volumes in the project?

A6 NA.

Q7 What is the estimated budget for the project?

A7 \$300,000

Q8 Do you have a copy of Attachment 3 (Costing)?

A8 This question is not clear as there is no Attachment 3 regarding costing. Attachment 3 is the Sample Agreement that was issued with the RFP.

Q9 Please mention the number of resources required for this project and how many resumes we can submit.

A9 One (1) PM will be hired from this solicitation. See response A4.

Q10 Considering the services start in December 2022, what will be the ramp-up/ramp-down time and backup resources plan?

A10 We expect the PM will be fully up to speed in ninety (90) days and anticipated a thirty (30) day transition period near the end of the service period.

Q11 The RFP requires a cover letter. To whom should we address the response?

A11 The cover letter may be addressed to "the review committee."

Q12 Will the short-listed firms be interviewed in person or via video conference?

A12 It is anticipated that initial interviews will be conducted remotely. Any subsequent interviews may be required to be in person.

Q13 Where will the office location be for the selected project manager? Will there be an option for hybrid or remote work?

A13 See responses A3 and A5.

Q14 How soon does the city expect the selected candidate to be available on-site after negotiations are complete?

A14 We anticipate negotiations with the firm to be completed mid-November with a start date of the PM to begin early December.

Q15 Regarding the Professional Services Agreement, is the city willing to remove the word "volunteers" from the indemnification clause in SECTION 13, paragraph A?

A15 The city does not anticipate making any changes to the PSA as presented in the RFP.

Q16 Regarding the Professional Services Agreement, if the proposing firm has requested modifications in regards to insurance, should those requests be made in the technical proposal or as part of negotiations?

A16 As noted above, it is not the city's intention to make any changes to the PSA requirements as presented in the RFP.

Q17 Is there information available on the type of project or projects that the project manager will be working on?

A17 The project types may include water, sewer and storm water pipelines and appurtenance improvements, lift station and pump station improvements, storm channel improvements, etc.