



Addendum

Addendum No: One (1)
Project Name: Town of Hayden Engineering Services
Date: February 7, 2024
Subject: Proposal Questions

- 1. Does the proposing firm need to be able to perform all services in-house?**
Firms may work jointly to provide the services described in the RFQ. If a joint proposal is being made, the consulting team must provide the Town with a project manager as a main point of contact.
- 2. Can subconsultants be provided to provide the additional services not provided in-house?**
Subconsultants may be used; however, all sub-consultants must be identified on the project team as part of this RFQ. If subconsultants cannot be identified please thoroughly address why in your approach.
- 3. Can the proposing firm submit for on-call for a portion of the listed services, or does it need to include all services?**
While the Town intends to award a single firm, the Town reserves the right to award in part or in whole and select multiple firms and/or individuals, depending on whichever decision is deemed to be most advantageous to the Town.
- 4. Can the proposing firm provide a schedule of hourly billing rates for the 3 years of the contract or is it restricted to the 3% increase that is listed in the RFQ?**
The 3% percent increase is anticipated to track inflation. An additional increase could be negotiated if there are unforeseen increases due to market volatility.
- 5. Is there an expectation that the selected consultant be in person for all meetings or can some be attended virtually?**
The town is open to both in-person and virtual meetings for day-to-day business. Occasionally, circumstances will require the consultant to be in person. For example, bid openings, and special presentations to the Town Council.
- 6. Can you please clarify the Town of Hayden's GIS needs?**
The town currently uses ArcGIS Online. We are looking for help administering the online portion, including help implementing ESRI Solutions and building various dashboards for Hayden employees to input data.
- 7. Can you provide basic information of the WWTP and WTP types, capacities, and age; and any immediate required improvements?**

The WTP is a conventional plant with a 1.2 MDG capacity. The original plant was built in the 1980's and has undergone several renovations. Most recently, the plant upgraded an aging clarifier and updated the plant's pipe gallery. There are no scheduled immediate improvements anticipated.

The WWTP is a lagoon system that was built in 1983. In 2014, the town improved the outfall to the Yampa River. The plant is rated for 0.75 MGD. At some point in the near future, the town must upgrade the plant to meet increased nutrient requirements.

8. **Does the town have desired upgrades for its WWTP or WTP due to age and/or compliance? Have any historical planning efforts been undertaken towards these goals? Is assistance with planning and funding of water and wastewater projects an important consideration in selecting a firm?**

Assistance with planning and funding of water and wastewater projects of all types is important for selecting the winning firm. It is anticipated that planning efforts for the WWTP upgrade will eventually be part of the scope of the firm after the completion of the current Capital Projects being constructed by the town.

9. **Can the selected consultant work for private development projects in the Town of Hayden?**

The Consultant must complete the Conflict of Interest form provided on page 8 of the RFQ. Consultants would not be able to complete work for private development in Hayden since one of the primary roles of the consultant is to review development applications.

10. **On page 4 of the RFQ, Section 3.3 Fees, the third sentence states, "All costs should be broken down by task and labor category." Is the Town wanting task pricing for each items listed in section 2.0 Scope of Services starting on page 3, or will hourly rates for each team member be sufficient?**

The hourly rate for each team member is sufficient.

11. **On page 5 of the RFQ, section 4.0 Evaluation Criteria, second bullet, "Project Approach" – does the Town require a project approach in the response or is this not part of the RFQ as it's not listed in section 3.0 Submittal Requirements on page 4.**

The proposal should outline how the firm will approach the project. The proposal should specifically address the workflow proposed to meet the diverse needs of the town outlined in Section 2.0.

12. **Does the Town currently contract out GIS services to a third party for maintenance of information and attributes or is that managed by staff? What software does the Town currently use to interface its GIS information?**

The town has been conducting GIS services internally with the occasional help from outside consultants. The town currently uses ESRI ArcMap Online and has implemented several ESRI Government Solutions, including Water, Sewer, and Storm Water. The town staff currently uses a Trimble R2, the Mobile Manager App and Field Maps App to collect field data.

13. **Does the Town currently use any third party software for capital asset management or systems modeling? If so, what software is used? Are any changes to currently used software expected in the near future?**

Capital asset management is achieved through spreadsheets and documents. The town uses EPANET for water distribution monitoring.

14. Aside from the provisions contained in the municipal code, does the Town have engineering standards that inform capital project design, development review, and testing and acceptance of infrastructure for water, wastewater, stormwater, roadway, and other civil engineering improvements?

Yes, the town does maintain engineering standards. That said, they desperately need to be updated, which could be a project for the winning firm.