



## ADDENDUM NUMBER TWO RFP 1-22

To: All Prospective Proposers and all others concerned

From: City of Cheyenne, Purchasing Manager, TJ Barttelbort

Date: August 4, 2021

**Subject: Addendum Number Two to Request for Proposal 1-22 for the City of Cheyenne East Cheyenne Community Park Master Site Development Plan**

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The changes, clarifications, omissions, additions, and/or alterations in, on, and to the proposal information and specifications shall apply to the Request for Proposal submitted for and to the project indicated above. Except as modified by this Addendum Number Two, all of the terms and provisions of the Request for Proposal for the above listed project remain in full force and effect. This Addendum Number Two supersedes all previous instructions pertaining to the items listed:

### QUESTIONS & ANSWERS

- Q1: Page 15 says to attend 4 meetings, but page 7 says "up to 6". Please clarify.
- A1: The consultant should plan on providing a minimum of six (6) meetings with the Staff/Project Steering Committee.
- Q2: Page 15 lists that Power Point presentations will be required at 3 meetings, but Page 7 also includes City Public Service Committee. Please clarify.
- A2: The Consultant should plan to present final Master Plan, findings and report at four (4) meetings. 1. Project Steering Committee, 2. City Planning Commission, 3. City Public Service Committee, 4. City Council. The City will provide public notice as required for these meetings.
- Q3: Page 15 says "Attend 2 community meetings", but Page 7 says that "consultant will deliver a public involvement strategy." Will you please clarify the extent of the public involvement? For instance: Will consultant be securing a place for the meeting; will the consultant be preparing and sending meeting notification mailers; will consultant be

responsible for any sort of live stream meeting broadcast (or will that be organized by other parties if it is desired?); Will consultant be preparing all of the exhibits, questionnaires, etc?

A3: Consultant should plan for a minimum of two (2) public open house events within the community with locations determined by Staff and Project Steering Committee. Staff can provide help in securing the selected venues if located on City property. The consultant should plan to prepare and send meeting notifications for public open house events. The Consultant will provide all exhibits, questionnaires, etc. The City will provide press releases advertising these open houses on the City website, Facebook and Twitter. Along with in person open houses the Consultant should plan to administer a robust, virtual public outreach effort. Virtual public outreach may include online surveys, a project website, recorded meetings, etc.

Q4: Page 15 says to "update survey". Are you requesting a full topographic survey, or do you also need a boundary survey (an ALTA survey?) An ALTA may have been done when the property was purchased, but I don't know that for certain.

A4: The consultant should plan to provide to the City a final ALTA survey in AutoCAD format with existing ground TIN and ground surface to be included. The survey information provided should allow the City to move forward into construction design in the future.

Q5: Will you please explain Planning Task #2 in more detail (page 14)? For instance, are you looking for the consultant to verify park sizes, # of basketball courts, tennis courts, fields, etc for all park facilities in Cheyenne?

A5: Planning task #2 will include some analysis of existing recreational facilities within the City and significant discussion with Community Recreation and Events staff to determine current and future recreation facility needs.

**ADDENDUM TWO ACKNOWLEDGED:**

BY \_\_\_\_\_ TITLE \_\_\_\_\_

(Addendum **must** be signed and returned with proposal or receipt of the addendum **must** be acknowledged within the submitted Proposal).