



City of Cheyenne - Purchasing
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ADDENDUM NUMBER ONE

RFP 2-23

To: All Prospective Proposers and all others concerned

From: City of Cheyenne, Purchasing Manager, TJ Barttelbort

Date: September 21, 2022

Subject: **Addendum Number One to Request for Proposal 2-23 for A Qualified Environmental Professional for An USEPA Brownfield Assessment Grant**

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 One, 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 One supersedes all previous instructions pertaining to the items listed:

QUESTIONS AND RESPONSES:

- Q1:** Area-Wide Planning - We noticed in the City of Cheyenne's Assessment Grant Application there is an Area-Wide Planning component to the budget. The Scope of Work (Section VI) of the RFP also states, "Assessment and area-wide planning activities will be focused within the West Edge District of Cheyenne...". Is the selected QEP expected to provide area-wide planning services under this contract? If so, what specific area-wide planning tasks would the QEP be responsible for?
- A1:** Please see page 15, Section: Outcomes and Benefits of Reuse Strategy (last paragraph); and page 16-18, Section: Community Engagement. The QEP is expected to provide area-wide planning services to include a sustainability module for the West Edge, exploring opportunities to adjust standards that would integrate renewable and "Green Energy Code" options including solar, onsite wind energy generation and thermal energy heating. Another aspect of area wide planning is facilitating community engagement through meetings or workshops throughout the duration of the project.
- Q2:** Priority Sites – Does the City of Cheyenne prefer the price proposal to specifically reference tasks for each of the four sites in the RFP Scope of Work (A&C Feed Company, ABC's Scrap Metal Recycle Center, Mead Lumber Company, and Old Machine Shop), or are you looking for generic estimates for Phase Is/Phase IIs?

A2: The priority sites listed above are proposed catalyst sites within the West Edge district.

The City of Cheyenne seeks the specific price proposal of proposed catalyst sites or like projects/sites found in the project area.

Q3: Section IV of the RFP, under Technical Proposal, (C) Qualifications and Experience: Please confirm that the City is requesting information on three relevant projects completed within the last 5 years, with one client reference for each project (versus 3 projects with 3 references for each project [total of 9 references]).

A3: The City of Cheyenne, is requesting information on three relevant projects completed within the last 5 years, with one client reference for each project (total of 3 references).

Q4: Section IV of the RFP, under Technical Proposal, (G) Proposal Summary: The RFP says that the Proposal Summary is separate from the proposal and should be a stand-alone product. Does the Proposal Summary need to re-state the required and scored information that is included in the main proposal? Is it the City's intent that the Proposal Summary is attached to the Technical Proposal (as a section) or completely separated with an individual cover sheet?

A4: The City of Cheyenne, expects the proposal summary to re-state the required and scored information that is included in the main proposal in higher-level summary that is engaging and innovative for the community. The Proposal Summary shall be submitted with the Technical Proposal but with an individual cover sheet to designate it as a standalone product. The Proposal Summary intends to show your ability to disseminate complex information to the general public.

Q5: Section VIII of RFP, Award of Contract: Would the City consider suggested amendments or modifications to contract terms and conditions related to the City's Sample Professional Services Agreement (starting page 28 of pdf file)?

A5: The City of Cheyenne, Attorney's Office, has already approved the Professional Services Agreement template, and Supplemental Federal Provisions & Clauses template, in their current form.

Proposers may suggest amendments or modifications (please include any requested changes with your proposal submission). It is noted that the City may not be able to comply with any or all suggested amendments or modifications.

Q6: The title of the RFP appears to indicate a Qualified Environmental Professional (QEP) is desired/required for this work. However, the RFP does not specify this as a requirement or include preferential scoring related to this qualification. Is providing a QEP a requirement to bid on the work?

A6: Please see page three, section I: Notice to Respondents. The City of Cheyenne, is requesting proposals from a qualified environmental professional and remediation contractor.

Q7: Are documents and project outputs related to the 2011 Brownfields Grant work available for bidder review in responding to this RFP?

A7: Community Plans related to the 2011 Brownfields Grant work are available for bidder review on the Planning and Development website under the West Edge tab.
<https://www.cheyennecity.org/Your-Government/Departments/Planning-and-Development-Department>

Documents relating to prior responses and the 2011 Brownfield Grant Work could take time for assembly. These would only be provided through a FIOA request which could take up to 30 days to be pulled together and could come at some cost.

ADDENDUM ONE ACKNOWLEDGED:

BY _____ TITLE _____

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