

November 20, 2015

**RFP #Y16-132-ZM**

**CIVIL ENGINEERING, PLANNING, VERTICAL CONSTRUCTION MANAGEMENT AND  
REAL ESTATE ACQUISITION STAFF AUGMENTATION SERVICES**

**ADDENDUM NO. 1**

To all respondents:

This Request for Proposals is being changed as follows:

- A. The opening date for this Request for Proposals is hereby changed to Tuesday, December 8, 2015, 2:00PM local time.
- B. The following are questions and answers as a result of the Questions Regarding this RFP, paragraph 16, page 8 of the Request for Proposals.

- 1. Question: Is it likely, based on the hours listed for each position, that the expected assignment duration will average one year, or even longer?

**Answer:** Assignments will vary in duration but are anticipated to average one year or more.

- 2. **Question:** What provisions will be made to recover expenses if/when someone travels more than what is listed within each job description?

**Answer:** In accordance with page 21 of the RFP, Mileage shall be logged and may only be reimbursed when the logged mileage exceeds the travel estimate for the position. Mileage shall be reimbursed at \$0.445 per mile for travel exceeding the travel estimate for the position.

- 3. **Question:** 3. For Lot C. will the contract employees be within close proximity to road traffic, or mostly at utility plants?

**Answer:** Lot C will be inspecting roadway projects.

- 4. **Question:** Will the county be administering the Level II background checks/fingerprinting and billing this back to the vendor? If so, what are the anticipated costs?

**Answer:** Background checks shall be completed by the vendor and at the vendor's cost and the results shall be supplied to the County.

5. **Question:** Which positions will be required to carry a cell phone, computer, or other equipment (please list)?

**Answer:** This is unknown, this will be handled on the position-by-position basis. All positions may be required to supply equipment. The specific requirements for each position will be listed on the individual candidate requisition. This will allow you to price the candidate and all ancillary equipment within the pricing scope variant.

6. **Question:** What is meant by “vehicle provisions & services”?

**Answer:** The full statement reads “The Contractor shall be responsible for providing employee cellular phone equipment, computer equipment, vehicle provisions and services to the assigned personnel, as required”. The term services is intended to mean personnel services as employees of the vendor.

7. **Question:** What are the expenses for various parking facilities?

**Answer:** Unknown.

8. **Question:** Are there overtime hours anticipated in this contract?

**Answer:** Overtime may be required from time-to-time, however pricing shall be based on man-hours, no additional compensation will be made for hours worked above 8 daily or 40 weekly. When the county submits a requisition for a candidate it will specify the average working hours, this will permit you to adjust your unit prices to offset any anticipated overtime costs within the allowance of the scope variant. For instance, a position working 50 hours weekly will likely have a higher unit price than the same position working 40 hours weekly.

**ACKNOWLEDGEMENT OF ADDENDA**

- a. The proposer shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned not later than the date and time for receipt of the proposal.
- b. Receipt acknowledged by:

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