# El Paso County

**Contracts and Procurement Division**

**15 East Vermijo Avenue**

**Colorado Springs, Colorado 80903**

**REQUEST FOR PROPOSAL RFP #25-064**

Addendum #1 – July 24, 2025



**THIS ADDENDUM SHALL BECOME A PART OF THE SOLICITATION**

**AND MUST BE ACKNOWLEDGED**

**Request for Proposal RFP-25-064 –** **Peyton Area Roads Design Services: Railroad, Main, and Front Streets - dated July 9, 2025**

**CLARIFICATIONS:**

The Pre-Proposal Meeting PowerPoint Slides, Pre-Proposal Meeting Sign-In Sheet, Attachment A – Insurance Checklist – Revised, and Attachment B – DPW/PPRTA Professional Services Agreement SAMPLE are included as attachments.

Attachment A – Insurance Checklist – Revised replaces Attachment A – Insurance Checklist located on Page 46.

Attachment B – DPW/PPRTA Professional Services Agreement replaces the previous Attachment B – Professional Services Agreement.

The Term of Contract located on Page 2 in the Executive Summary is replaced with the following:

*TERM OF CONTRACT: This is an agreement by where the services of the Consultant shall be in effect October 1, 2025, through September 30, 2029.  Any continuation of, or changes to, this Agreement beyond the initial contract term will be limited to the addition of time to complete work, a change of character or condition, or to expend funding associated with the initial contract and are contingent upon available funding and satisfactory performance by the Consultant, as determined by the County and will be exercised, by Amendment, only when such continuation is clearly in the best interest of the County and PPRTA.*

*Funding has been appropriated for this contract. Any increases in contract amounts or payment obligations beyond that already appropriated are subject to funding being appropriated by the Board of County Commissioners.*

El Paso County will only accept electronic bid proposals submitted through the Rocky Mountain E-Purchasing system. A Submittal Log will be posted after the County has had an opportunity to review and verify the submittals offered to the County.

The original Offer must be received before the due date and time through an electronic package transmitted through the Rocky Mountain E-Purchasing system. The Vendor is responsible for ensuring its Response is posted in its entirety by the due date and time outlined in the solicitation document. No allowances will be provided to those Vendors whose submittal is not uploaded prior to the due date and time outlined in the solicitation.

If the submittal arrives late and/or is not uploaded in its entirety, it will not be included in the electronic lockbox.

**ADMINISTRATION:**

* The question period has expired
* Responses should follow the Response Format on pages 17-18 and include all responses to all mandatory requirements.
* We will be verifying submittals include the following:
* Submittal properly acknowledged (Cover Sheet)
* Addendum acknowledged
* Required Documentation
* Evaluation Criteria Documentation
* Submission Form
* Proprietary / Confidential Statement
* Exhibits 1-4
* Fee Schedule
* Work Plan and Schedule

If a submittal is missing any of the above-mentioned documentation the submittal may be returned to the vendor as non-responsive and be deemed ineligible to participate.

**RESPONSE TO QUESTIONS:**

1. Would the County be open to the usage of 11X17 items other than the schedule, for example issues maps or graphics?

*1a. Use of additional 11x17s is approved for additional maps/graphics. No specific limit for this usage, but request use is judicious/within reason.*

1. The RFP states "Provide response without reference to El Paso County logo or company logo in one PDF document." Does this statement prohibit the use of all company logos (submitting consultants and subconsultants)?

*2a. The County’s preference is for proposers to not use their company logo or the County logo in the proposal.*

1. The RFP states that the fee schedule is to be included in a separate envelope, with this being an electronic submission can you confirm the County meant a separate PDF?

*3a. The Fee Schedule shall be uploaded in PDF format to a separate digital envelope in Bidnet. One digital envelope will be for the technical portion and the other digital envelope will be for the Fee Schedule.*

1. The language of this section seems to be more pertinent to an On-Call or Non-Project Specific type of RFP rather than a specific roadway improvement project. Please clarify if this language was intended for this project.

*4a. Updated contract language regarding the term is included in the addendum.*

1. Based on non-federal funding indicated, is there a need for NEPA/environmental studies?

*5a. No, NEPA is not required given non-federal funding, but appropriate adherence and conformance is required by the County. As stated on page 9 in the RFP, “All Work shall be in accordance with the requirements of the current federal and state environmental regulations including the National Environmental Policy Act of 1969 (NEPA), as applicable.”*

Signature below indicates that applicant has read all the information provided above and agrees to comply in full. This addendum is considered as a section of the Request for Proposal and therefore, this signed document shall become considered and fully submitted with the original package.

PRINT OR TYPE YOUR INFORMATION

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| Company Name  | Fax |
|  |  |
| Address:  | City/State/Zip: |
| Contact Person: | Title: |
| Email: | Phone: |
| Authorized Representative’s Signature:  | Date:  |
| Printed Name: | Title:  |
|  |  |
| Email: | Phone:  |