



City of Ketchum
Public Works

Addendum to Request for Proposals

REQUEST FOR PROPOSALS: Main Street (SH-75) and Warm Springs Road Corridor Alternatives Analysis

ADDENDUM NO.: 1

DATE: March 11, 2021

To All Potential Proposers:

This addendum details revisions to the previously issued Request for Proposal and is hereby made part of the proposal documents. Per the Request for Proposal the proposal shall acknowledge receipt of any and all addenda, if any, listing the Addenda by number(s) and date(s).

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1. **Question:** *We have a question on the proposal submittal requirements. The proposal requests a cost to be submitted as part of the evaluation criteria. Because Idaho is a QBS state, professional services must be procured on a qualifications basis rather than on a cost basis if the cost is anticipated to exceed \$25,000. We anticipate that the fee for a corridor alternatives analysis such as this will exceed \$25,000. Will the City of Ketchum revise the procurement process to select a consultant on a qualifications basis and then negotiate a scope and fee per Idaho Statute?*

City Response: *The RPP was developed with the intent to follow QBS as described in the first paragraph of Section VIII. The request for total level of effort and cost relative to the proposed approach was to provide a budgetary number for Council and was not intended to be for purposes of ranking. QBS does permit a city to request information concerning a person's or firm's rates. This is not intended to be for purposes of ranking only for information.*

*On page 4 under Key Personnel – add the following after the last sentence:
Include firm's fee rate for staff assigned to the project.*

*On page 4 under Approach– modify the last sentence as follows:
Provide a list of unique approaches and capabilities of the firm.*

*On page 4 last paragraph under Proposal Format – modify the second sentence as follows:
Cover letters, firm's fee rate for staff assigned to the project, and resumes in an appendix to the proposal do not count toward the proposal page limit.*

On page 6 under Category – Remove number 4 in its entirety.

*On page 6 following Category – Add the following paragraph:
Consultant proposals will be reviewed internally by city staff and ranked. The top-ranked firm will be notified by email and be asked to submit their detailed scope of services, schedule and total fee proposal. If, after negotiation and consideration, the City is unable to reach an acceptable agreement with the top-ranked firm, the City will terminate negotiation with the top-ranked firm and, at its sole discretion, may enter into negotiation with the second ranked firm and/or withhold the award for any reason and/or elect not to proceed with any of the proponents.*