



CITY OF RIO RANCHO  
DEPARTMENT OF FINANCIAL SERVICES  
PURCHASING DIVISION  
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**ADDENDUM Two (2)**  
**RFP 21-DS-008**  
**Revisions to the City of Rio Rancho Municipal Code – Sign Regulations**

November 14, 2020

Addendum Two forms part of the contract documents and modifies them in the manner and extent set forth below.

**ATTENTION OFFERORS**

- o ***Submission Deadline Amended***
- o ***Questions and Answers***

**Submission Deadline Changes**

RFP submissions must be emailed no later than 10:00 AM on Monday, November 23, 2020 to Shonna Ybarra, [sybarra@rrnm.gov](mailto:sybarra@rrnm.gov), and the hard copy original submissions will still need to be received by Tuesday, November 24, 2020 as described in Addendum One.

**Questions and Answers**

1. **Question** - Section 2.2.5: Does the "mail only" requirement include UPS or FedEx delivery? And if not, would the City consider a timely electronic submission followed by USPS mail delivery or extending the submission deadline?  
**Answer** - Yes and the City will reschedule the submission due date as specified in this addendum.
2. **Question** - Section 4.2.1: If a consultant team is responding to the RFP, should the Required Information Form be complete by all team members or just the primary consulting firm?  
**Answer** - The primary consulting firm.
3. **Question** - Section 4.3.5: What is the City's anticipated budget for this project?  
**Answer** - The City does not release this information during an active solicitation to allow for a competitive solicitation.

4. **Question** - Section 4.3.5.b.1: Can the City provide a brief explanation of how the "Lowest Responsive All-In Cost" will be determined? If the City receives a range of proposals that have different paths to meet the desired outcome, then how does the fee for one approach become a determining factor for other proposals?  
**Answer** - The lowest price would receive the full 15 points afforded for this criterion as described in Section 4.3.5.b.1 of the RFP.
5. **Question** - Scope of Work: If ongoing Covid-19 social distancing and limited meeting size requirements persist through the project, will in-person meetings be converted to virtual meetings or will the project timeline be extended?  
**Answer** - The City will make available it's virtual meeting platforms to assist in meetings and comply with COVID related health mandates. As such, the timelines should not be impacted.
6. **Question** - Scope of Work: Will the consultant be able to use the City website as a platform for sharing project information?  
**Answer** - Yes. The City will coordinate any web outreach for this project in cooperation with the City's communications team, as appropriate.
7. **Question** - Project Task 1: What is the anticipated membership of the project Steering Committee?  
**Answer** - The steering committee will be composed of staff from the City's Development Services Department, and members of the City Management team. The final team has not yet been selected, but the City will work with the Consultant to identify the appropriate internal participants.
8. **Question** - How will City staff be engaged in the sign code update?  
**Answer** - Staff will be available to provide information to the consultant, facilitate meetings, and provide historic information. Staff will assist with coordination of public meetings and will review the Consultant's work product and provide feedback.

**All other provisions of the Contract Documents shall remain unchanged. Each Offeror should ensure that they have received all addenda and amendments to this RFP before submitting their proposal.**