

## ADDENDUM NO. 2

**PROJECT**                      Parking Assessment Consultant  
Project No. CDD-20-01

**OWNER**                        City of Roseburg  
900 SE Douglas Avenue  
Roseburg, OR 97470

Section 4 of the General Requirements and Instructions to Proposers of the Request for Proposals (RFP) for Project No. CDD-20-01, allows requests for changes to the RFP to be submitted in writing to the City Recorder not later than ten calendar days prior to the date of the Solicitation Closing – June 25, 2020. On Friday, June 12, 2020 a written request for a change was received by the City Recorder.

### Request for Change in RFP (RFP CDD-20-01)

1. Request to waive the requirement for the proposer to carry Professional Liability Insurance (Section 1.5.3).

In response, the requirement to provide Professional Liability Insurance in the proposal and subsequent contract to the winning contractor, is waived.

In addition to the requested change, other questions have arisen from several sources regarding specific technical aspects of the services requested by this RFP. Answers to those questions and clarification are being provided below:

### Clarification in Exhibit C, "Description of Services"

1. Clarification of what is meant by "assess" City-owned parking lots and on-street parking in the Downtown Parking District and Laurelwood neighborhood to provide recommendations to address the various needs and competing uses around parking, and how to implement an effective parking program.

The City is requesting the consultant assess/review the City's current parking program; conduct a visual assessment of current conditions using information provided by the City regarding the current inventory of city-owned parking lots, spaces and meters; and provide input on what type of parking program could be effective in the City of Roseburg. With the current restrictions on businesses due to COVID-19, the City does not feel an assessment of occupancy counts or utilization would give an accurate picture of the actual parking needs in Roseburg.

2. Would private off-street parking sites within the two study areas (downtown and Laurelwood) be included in the assessment?

No. The City is not interested in including private off-street parking sites within the two study areas as part of the assessment.

3. Do you have, or intend to have, a stakeholder advisory committee outside of the broader community engagement process for this project?

The City does not currently have a stakeholder advisory committee for parking, but would expect the consultant to develop a plan for a stakeholder advisory committee and public involvement (open houses, etc.) process, limiting the total number of meetings to six (6).

4. On page 22, Exhibit E – Sample Work. Can these be summarized in the written proposal as “comparable” projects, then provided in a CD, thumb drive or shared file link to the actual sample work project reports?

Yes, the City will accept a summary of the sample work as “comparable” projects in the written proposal, with the complete reports provided on a CD, thumb drive or shared file link.

5. Is there an estimated budget for this project?

Yes, the budget for this project is limited to less than \$25,000.