



## Addendum 03

### Request for Proposals for Design and Entitlement Services for the Town of Basalt's Public Service Building

**Bid Due Date:** April 3, 2026, 4:00 p.m. MST (unchanged)

**Addendum Date:** March 26, 2026

**The following changes are hereby made to the CONTRACT DOCUMENTS:**

#### Question and Answers:

Please find the following clarification to question 2 from Addendum 02:

2. Definition of Architectural, Structural, Mechanical And Electrical Engineering Requirements for Tasks 2 and 3:

- a. Could you please further define the expected Architectural, Mechanical, and Electrical Engineering (A/M/E) deliverables for Task 2 and Task 3? *The Town intends that A/M/E deliverables for Tasks 2 and 3 be limited to the level necessary to support concept development, cost estimating, and entitlement, and shall not include detailed design or construction-level documentation. Proposing teams should scope their efforts accordingly and avoid inclusion of work products beyond what is required to communicate design intent.*
- b. Is the intent that A/M/E deliverables for Task 2 represent a full Schematic Design package and Task 3 represent a full Design Development package, as typically defined in a standard AIA Owner–Architect Agreement? *Task 2 and Task 3 are intended to generally align with Schematic Design (SD) and Design Development (DD) phases, respectively, as commonly defined in a standard AIA Owner–Architect Agreement. Task 2 deliverables should be sufficient to support initial Schematic-level PUD discussions and stakeholder engagement. Task 3 deliverables shall meet both PUD application requirements and full Design Development expectations, even where such detail exceeds minimum entitlement requirements*

*While Task 3 represents a full DD-level effort, construction documents are not included in this scope.*

- c. Our goal is to ensure that all proposing teams understand and provide a consistent level of services and deliverables for Tasks 2 and 3. We note that the Town's PUD only requires "architectural intent" drawings such as floor plans, elevations, and renderings; yet does not require items such as roof plans, Structural framing, wall sections, reflected ceiling plans, interior material selections or mechanical/electrical drawings that are typically part of Design Development level deliverables? *The Town acknowledges that the Planned Unit Development (PUD) process requires "architectural intent" drawings (e.g., floor plans, elevations, and renderings). However, the Town's intent is to advance the project beyond*

*minimum PUD submittal requirements during Task 3 in order to reduce project risk and uncertainty, support more accurate cost estimating, and improve project readiness for subsequent phases.*

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ADDENDUM 03 ACKNOWLEDGED BY:**

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Name

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Date

**Prepared By:**

Catherine Christoff, PE  
Town of Basalt Engineer