City of Cortez
Service Center
110 West Progress Circle
Cortez, CO 81321

November 9, 2026

ADDENDUM NO. 2: RFQ – CITY OF CORTEZ

2026 CITY OF CORTEZ ON-CALL PLANNING SERVICES - #GS-26-OCPS

The following changes, additions, and/or modifications have been made to the Project Documents and Specifications, and shall be reflected in the Firm's submission.

This Addendum No. 2 shall be acknowledged in the submitted proposal package.

This Addendum No. 2 consists of the following:

- **Questions and Answers (1-11) 2 pages**

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1. The RFQ identifies various services that may involve meeting attendance, including pre-application meetings, Planning and Zoning Commission meetings, City Council meetings, and public hearings. Can the City clarify the anticipated frequency of in-person attendance or on-site services?

   Answer: Unknown. Based on application type and frequency of submittals.

2. Would the City consider a primarily remote service model, with virtual meeting participation and occasional in-person attendance as requested?

   Answer: Yes

3. Appendix A includes mileage as a potentially reimbursable expense. Can the City clarify whether travel-related expenses, including mileage, travel time, lodging, and other reasonable expenses associated with required in-person services, would be reimbursable under the resulting agreement?

   Answer: Yes. Please specify intentions in your response.

4. The RFQ notes that the City has historically relied on contracted planning support to supplement internal staff resources. Can the City clarify whether it currently has an on-call planning consultant under contract and whether this solicitation is intended to continue existing services, expand consultant capacity, or establish a new consulting arrangement?

   Answer: Establish a new consulting arrangement.

5. Can the City provide an estimate of the anticipated annual workload, either in approximate hours or annual expenditures, based on historical utilization of contracted planning services?

   Answer: Unknown. Based on application type and frequency of submittals. The City has a FT Planner on staff so this service will add capacity as needed for specific projects.

6. Section I indicates that the City intends to establish one or more Professional Services Agreements. Does the City anticipate selecting a single primary consultant or establishing a pool of qualified firms to provide on-call planning services?

   Answer: Single primary consultant.

7. Is virtual attendance acceptable for the Planning and Zoning Commission meeting referenced on page 3 of the solicitation?

   Answer: In person is preferred, but not required.

8. Under "Expected Deliverables" on page 4, is virtual attendance acceptable for the referenced meeting attendance and presentations?

   Answer: In person is preferred, but not required.

9. On page 6, Section VI, "Evaluation & Award," the solicitation states that shortlisted respondents will be asked to attend an interview prior to final selection. Would virtual attendance be acceptable for this interview?

   Answer: Yes.

10. On page 7, Section 10, "Demonstrated Interest and Commitment" (2 points), the solicitation references "attendance at optional meetings." Would virtual attendance satisfy this requirement?

    Answer: Yes.

11. The solicitation indicates that responses to questions will be posted by 5:00 p.m. on November 12, while proposals are due by 3:00 p.m. on November 17. This timeline leaves fewer than three business days to review the responses and incorporate any necessary changes into our proposals. Would the City consider releasing responses as they become available, through multiple addenda if necessary, or posting answers earlier to allow respondents adequate time to address the clarifications before the submission deadline?

    Answer: Schedule was adjusted through posted Addendum No. 1.

SUBMISSION DEADLINE:
FRIDAY, NOVEMBER 20, 2026, @ 11:00 AM MST
(per Addendum No. 1)

END ADDENDUM NO. 2