

# ADDENDUM No. 1

## RFP No. 24-12

### Design Services for Pontiac Trail Roundabouts

**Due Date: March 21, 2024 by 3:00 p.m. (local time)**

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes a total of 4 pages.**

The Proposer is to acknowledge **receipt of this Addendum No. 1 by signing and submitting attachment B**, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

**The following forms provided within the RFP Document should be included in submitted proposal:**

- **Attachment C - City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment D - City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment E - Vendor Conflict of Interest Disclosure Form**

**Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.**

#### I. CORRECTIONS/ADDITIONS/DELETIONS

Changes to the RFP documents which are outlined below are referenced to a page or Section in which they appear conspicuously. Offerors are to take note in its review of the documents and include these changes as they may affect work or details in other areas not specifically referenced here.

<b>Section/Page(s)</b>	<b>Change</b>
All Mentions	City of Ann Arbor Living Wage Ordinance Declaration of Compliance and Living Wage Poster, should be replaced with the versions provided in this Addendum. The change reflects an increase in the City of Ann Arbor Living Wage that will be in effect during the period of work under this project.

#### II. QUESTIONS AND ANSWERS

Q1: Does the City have a construction estimate or budget for the job?

A1: No, that's one of the areas we need assistance with.

Q2: Has wetland delineation been performed for the project?

A2: No, not yet, please identify if you think one is necessary.

- Q3: Should Subsurface Utility Engineering (SUE) services be included on this project?
- A3: No not in terms of exploratory excavation, but Miss Dig Design ticket reference materials from public and franchise utilities will need to be include in base plans. If a key alignment is identified and utility conflicts need to be verified ahead of construction that will be done outside of this contract.
- Q4: Should temporary signals be considered for along detour routes where there is currently stop control?
- A4: No, detour route intersections will either be able to handle the additional traffic volume or already have traffic signals in place.
- Q5: Given the existing topography at the southern roundabout, will the design be held to pedestrian ADA standards?
- A5: Yes ADA compliance must be met at all public pedestrian crossings. Existing private staircase at 1029 Pontiac Trail shall be maintained or replaced in kind. Grading easements and or retaining walls to allow for grades of the public sidewalk to be compliant with ADA may be necessary depending on the configuration of the roundabout. Design effort for a retaining wall detail shall be included in the design proposal.
- Q6: Will there be any approvals needed with Ann Arbor Township during the design process?
- A6: Yes, Dhu Varren west of Pontiac Trail is within Ann Arbor Township.
- Q7: The RFP identifies a task for the consultant to prepare ROW documents for parcels where acquisition is proposed. How many total parcels should be assumed for this task?
- A7: Approximately 1 parcel at Dhu Varren and 3 parcels at Moore.
- Q8: The schedule in the RFP lists several milestones as “to be proposed”. Does the City want consultants to include proposed dates for these items in their proposals?
- A8: Yes, approximate dates for each milestone, via a schedule or workflow chart.
- Q9: Regarding the 60-page limit; Do section divider pages, cover page, TOC, and cover letter count towards that limit?
- A9: No, except for the cover letter, only pages with significant text content, count toward the limit.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.

**CITY OF ANN ARBOR  
LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE**

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

*Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here  No. of employees \_\_*

The Contractor or Grantee agrees:

- (a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$16.43/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than \$18.32/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance with Section 1:815(3).

**Check the applicable box below which applies to your workforce**

Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits

Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

- (b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.
- (e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Phone/Email address

**CITY OF ANN ARBOR  
LIVING WAGE ORDINANCE**

**RATE EFFECTIVE APRIL 30, 2024 - ENDING APRIL 29, 2025**

**\$16.43 per hour**

If the employer provides health care benefits\*

**\$18.32 per hour**

If the employer does **NOT** provide health care benefits\*

Employers providing services to or for the City of Ann Arbor or recipients of grants or financial assistance from the City of Ann Arbor for a value of more than \$10,000 in a twelve-month period of time must pay those employees performing work on a City of Ann Arbor contract or grant, the above living wage.

## **ENFORCEMENT**

The City of Ann Arbor may recover back wages either administratively or through court action for the employees that have been underpaid in violation of the law. Persons denied payment of the living wage have the right to bring a civil action for damages in addition to any action taken by the City.

Violation of this Ordinance is punishable by fines of not more than \$500/violation plus costs, with each day being considered a separate violation. Additionally, the City of Ann Arbor has the right to modify, terminate, cancel or suspend a contract in the event of a violation of the Ordinance.

\* Health Care benefits include those paid for by the employer or making an employer contribution toward the purchase of health care. The employee contribution must not exceed \$.50 an hour for an average work week; and the employer cost or contribution must equal no less than \$1/hr for the average work week.

**The Law Requires Employers to Display This Poster Where Employees Can Readily See It.**

**For Additional Information or to File a Complaint contact  
Colin Spencer at 734/794-6500 or [cspencer@a2gov.org](mailto:cspencer@a2gov.org)**