

CITY OF LEAVENWORTH

Request for Proposals

2026–2028 Village of Lights Flagging Services

ADDENDUM 1: QUESTIONS & ANSWERS

The following questions were submitted by interested contractors. The City's responses are provided below.

"The pricing table does not have hours for TCS and Flaggers but has the unit price listed as 'Days.' Is this a mistake?"

No. Listing the unit as "Day" rather than hours was intentional. Because seasonal variables may affect the number of mobilization days, the City is requesting a cost per service day.

For Items No. 4 and 5, proposers may include footnotes to the pricing table with the assumed hours, hourly rates, staffing levels, or other information used to calculate the daily rate.

As stated in the RFP:

- The season is generally defined as beginning the last weekend of November (Thanksgiving) and ending the first weekend of January (New Year's).
- Eight (8) or more flaggers are anticipated to execute the Traffic Control Plans on each service day.
- The number of mobilization days may vary based on the calendar year and/or unforeseen circumstances, such as weather events. Therefore, the proposal must include both a cost per day and the total cost for the season.

"If days are supposed to be bid, how many hours per day are to be assumed?"

As stated in the RFP:

- Eight (8) or more flaggers are anticipated per service day.
- Flaggers are to be onsite no later than 9:00 AM.
- Flaggers are anticipated to be needed until approximately 9:00 PM, depending on traffic demands. The end time for each event date is determined in coordination with the Washington State Department of Transportation and Washington State Patrol.

Proposers should therefore base their daily pricing on these anticipated service hours and staffing requirements.

“If we are supposed to bid by the day assuming a certain number of hours, how would overtime be captured?”

The City is requesting a daily rate rather than prescribing how proposers calculate that rate. The proposed daily rate should account for the anticipated service hours, staffing levels, applicable wages, overtime, and other costs necessary to provide the required service.

Proposers may provide the underlying hours, rates, overtime assumptions, or other information used to calculate the daily rate by including footnotes to the pricing table

“Is the total number of meetings and days listed as quantities for one year, or the three years?”

The quantities listed are for one year/season.

The City anticipates six (6) service days per Village of Lights season, generally beginning the last weekend of November (Thanksgiving) and ending the first weekend of January (New Year’s). As noted in the RFP, the actual number of mobilization days may vary.

The RFP contemplates a three-year agreement. The Traffic Control Plan has remained relatively stable over the past several years, and the City does not currently anticipate significant changes during the agreement term. The RFP did not specifically request proposed annual price adjustments for Years 2 and 3. Proposers should identify any anticipated annual rate increases or other pricing adjustments applicable to subsequent years of the agreement.