

CITY OF LEAVENWORTH

Request for Proposals

2026–2028 Village of Lights Flagging Services

ADDENDUM 2: QUESTIONS & ANSWERS

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

“Will the Event After Action Review Meeting be virtual or in-person?”

Event After Action Review Meetings are conducted in a hybrid format. Meetings are held in person at Leavenworth City Hall Council Chambers, with the option to attend virtually via Zoom.

“As for the UPOs, will the City be providing UPOs?”

Yes. The City of Leavenworth contracts directly with the Chelan County Sheriff's Office and Washington State Patrol for law enforcement/traffic control services identified in the Traffic Control Plan (TCP).

“Will the City have a designated area or Laydown Yard for us to store equipment while it is not being used? If no, can the PCMS be turned off and left out?”

Yes. The City will provide a designated area for equipment storage during the event season.

“Will the day rates need to assume labor cost increases through 2028, or will we be able to renegotiate once the contract is awarded for 2027/2028?”

Proposers should account for anticipated labor cost increases and other pricing adjustments for the full three-year contract term in their proposal. The City does not anticipate renegotiating established rates annually after award.

Proposers may provide separate rates for 2026, 2027, and 2028, or clearly identify any annual percentage or other adjustment that will apply in Years 2 and 3. This will allow the City to evaluate the anticipated cost of the proposal over the full three-year term.

“How were the No Parks set up in the years past?”

This response assumes the question refers to the No Parking within the residential area shown on the “2025 Temporary Parking Restrictions” map included in the RFP packet.

“One side or both sides of the street?”

As shown on the “2025 Temporary Parking Restrictions” map, both sides of the identified streets are designated “NO PARKING BOTH SIDES.”

“Were they set out at the 1st weekend with all the dates on them, then picked up after the last weekend?”

No. Signs were placed on Friday in preparation for each Saturday service day and removed at the end of each Saturday or on Sunday morning. In the event of snow, signs were moved as necessary prior to snow removal operations.

“I see multiple Custom Make Signs (not just on TCP #2). Will the City provide all custom make signs, or will the contractor have to fabricate the extra signs?”

All signs identified as “CUSTOM SIGN” (Blewett Pass/Wenatchee directional signs) on the TCPs, will be provided by the City of Leavenworth.