



**Pueblo Area Council of Governments**

Metropolitan Planning Organization (MPO)  
Transportation Planning Region (TPR)

## **March 21, 2016**

Responses to questions submitted by consultant firms interested in submitting proposals for the Pueblo Area Council of Governments, Project 16-01, PACOG Organizational Restructure Study/Implementation:

### 1. Purpose of Request for Proposal – Cover Page

Question - Can an overview be provided of what has led PACOG to initiate this project?

Answer - The Pueblo Area Council of Governments was established in 1971 and at that time approximately 90% of the population within Pueblo County resided within the corporate limits of the City of Pueblo. In the past 25 years there has been a general shift of the population to the 2010 Census having approximately 66% of the population of 159,000 residents within the City of Pueblo, and 33% of the population residing within the unincorporated areas of Pueblo County. The majority of the growth has occurred within Pueblo West, an unincorporated Colorado Revised Statutes, Title 32, Metropolitan District. Pueblo West currently has a population of approximately 32,000 residents. The current make up and structure of PACOG provides for representation by the City of Pueblo (7 voting members), Pueblo County Commissioners (3 voting members), and the remainder of the members makes up six voting members all with one vote per representative. PACOG is interested in expanding its potential membership to include other small municipalities within Pueblo County, who are not currently members of PACOG. In addition, PACOG is interested in looking at the key functions of the organization such as transportation and water services. The Board is interested in potentially looking at establishing Policy committees in these areas comprised of the entities that provide services in these areas to work more directly with the policies and recommendations in those specific areas. PACOG would also like to look at other types or ranges of membership and a fee structure that might be offered to other agencies or organizations to increase local participation in the organization.

### 2. Section 3.2 Scope of Work

Question – What is PACOG's expectation for on-site presence?

Answer – PACOG would anticipate that consultants provide on-site meetings with the PACOG Budget Committee and the PACOG Board. The budget for this project cannot exceed \$60,000 based on the available funding for this project. Consultants shall identify the number of on-site activities within their proposals based on their anticipated costs of tasks to complete the project.

### 3. Section 3.2 Project Schedule

Question – What is the time expectation for a deliverable and project implementation?

Answer – The entire project must be completed by November 1, 2016. This provides a six-month period from May 2016 through October 2016 to complete the project.

### 4. Draft Agreement for Professional Services

Question - The deductible on professional liability is flexible. The \$2.5k deductible seems low?

Answer – Section 8. Insurance and Indemnity – This section of the contract may be modified with the successful contractor based on a written request by the contractor to have a final contract agreement modified to allow for a higher minimum deductible.

### 5. PACOG Operating Budget

Question – Can a copy of PACOG’s current operating budget be provided?

Answer – A copy of the FY2016 PACOG Budget is included as an attachment to this document.

### 6. PACOG Organizational Chart

Question – Can a copy of PACOG’s current organizational chart be provided?

Answer – The organizational structure for PACOG is currently addressed as a part of the PACOG Bylaws which are included as an attachment to this document.