

## QUESTIONS & ANSWERS #1

### RFP On-Call Construction Management & Inspection Services

- Q.1.1. Can you confirm that the resumes are a part of the page count or are we able to put them in the appendix?
- A.1.1. Resumes of the key project personnel are counted. The resumes of the rest of the proposed project team may be included in the appendix and will not be counted. Refer to Addendum 1.
- Q.1.2. I would like to inquire if there is a budget established for the above referenced RFP?
- A.1.2. The City intends to allocate a budget not-to-exceed \$100,000 each fiscal year for a period of 3 years for this on-call contract.
- Q.1.3. Given the fact that there will be individual task orders for undetermined projects, is it the City's intent that consultants should identify specialty subconsultants?
- A.1.3. The City would like to have consultants identify their subconsultant(s) and services that they normally partner with throughout the duration of the on-call contract. Individual task orders may require another specialty subconsultant, therefore it is understood that subconsultant list is NOT exclusive throughout the on-call contract.
- Q.1.4. Is there a maximum contract value over the three-year contract period? If so, will the City provide the yearly NTE and maximum value?
- A.1.4. Please refer to 1.2.
- Q.1.5. On page 6 of 27, in section C. Technical Proposal Content, B. Proposed Staffing, 2. the City allows resumes to be not more than two (2) pages each. Given the 15-page limit for the proposal response, may proposers include resumes in the appendix?
- A.1.5. Please refer to Item 1.1. and Addendum 1.
- Q.1.6. On page 8, in section C. Technical Proposal Content, the outline skips from B. Proposed Staffing to D. Hourly Rates. Is there a missing Section C?
- A.1.6. No, this was a formatting error.
- Q.1.7. On page 9, in section B. Proposed Staffing the RFP requests the consultant to identify "the person who is a registered Professional Engineer (PE) in the State of California that will approve and stamp the plans and/or reports." It is uncommon for CMs to stamp plans. Is it the City's intent to have the consultant stamp plans?
- A.1.7. The City requests that the firm's proposed project team/staffing include a person (Construction Manager and/or the Resident Engineer) to be registered as a Professional Engineer in the State of California, although it is not expected that the consultant will be stamping plans and/or reports.

Q.1.8. On page 9, in section B. Proposed Staffing, item i. "Provide a brief profile of the firm, including the types of services offered; the year founded;" is this carryover text from the previous section, and should be ignored?

A.1.8. This is a carryover text from the previous section and should be ignored.

Q.1.9. On page 10, in section F. Entire Proposal Package, the RFP states that charts and schedules may be included in 11" x 17" format. Will the 11" x 17" pages count as 1 page?

A.1.9. Yes, 11" x 17" pages will be counted as one (1) page.

Q.1.10. On page 11, under X. Consultant Selection the selection criteria indicate 25 points each for Project Management, Project Understanding, and Project Approach (a total of 75 points out of 100). However, there is no specific section within the Technical Proposal content of the RFP that asks for this information. Will the City clarify where proposers should address these three topics, or is the RFP missing a section that requests this information?

A.1.10. Please refer to Addendum 1.

Q.1.11. On page 12, in section XII. Schedule For Consultant Selection, shows Publication of Q&A and/or Addenda on August 29, Thursday. The Proposal Due Date is Tuesday, September 3, the day after Labor Day. In light of the Labor Day weekend, and the limited time to incorporate Q&A answers into our proposal to ensure we meet the requirements, would the City consider extending the due date by a week to September 10?

A.1.11. Please refer to Addendum 1.

Q.1.12. In the event Proposers have comments to the sample agreement provided in the RFP, will those comments count toward the 15-page limit?

A.1.12. Comments should be included in the appendix and will not be counted against the page limit. Please refer to Addendum 1.