

## QUESTIONS PERTAINING TO PROPOSALS

### RFP/Q for PROJECT MANAGEMENT, CONSTRUCTION MANAGEMENT, ENGINEERING, ARCHITECTURAL AND OTHER SERVICES

Updated 9-16-2021

Please note also where clarifications are codified through Addenda

Key Links:

[FY 21-22 Budget Document](#)

[Resources on RFP/Q Page](#)

	QUESTION	RESPONSE	TYPE
<b>Updated 9-16-2021</b>			
36	Is a scanned signature on the proposal and acknowledgement sufficient since the documents will be submitted electronically?	Yes, a scanned signature with electronic submittal is sufficient.	Email
37	Where in the proposal should we put the Acknowledgment of Receipt of Addendum One?	Please include the Addenda at the back of the proposal submittal.	Email
38	Page 21 says that submittals must follow the organization, order and numbering presented in Section IV – Proposal Requirements. If we are inserting the Project Approach and Scope after the Executive Summary, should we renumber the sections so that Project Approach and Scope would be c. or keep it as i. and have the section number be out of order?	Please do not renumber. Include the scope after the project approach as indicated in the RFP/Q.	Email
39	<p>A. This RFP is essentially an on-call with potentially multiple projects during the course of the contract and each firm wouldn't know the projects they would be called upon at this point. How would you like the schedule section to be presented given the unknown variables?</p> <p>B. The RFP is asking for a schedule specifically to be created. Typically we would do that for a specific project we know a start and end date on as well as tasks and deliverables for that particular project. Would you be ok with us including an example of a schedule we've done for other projects? Since we don't have the specs and details of the exact project you want a schedule for it would make it difficult to create one for it.</p>	<p>A. The City is interested in hiring 2 CM Firms to assist with the potential Delivery of all of the CIPs in Attachment #2. For the purposes of the proposal, if you are proposing on CM services, you would describe your firms approach to just those projects listed in Exhibit 1C. Based on firms qualification and proposal for the 7 projects listed in Attachment 1C, future projects would be determined for assignment later. Group 1 services are a hybrid of project specific assignments and on-call. Group 2 services are on-call.</p> <p>B. Please note, we are not asking for a conceptual construction schedule for each project. We are looking for an overall schedule that shows based on your teams availability, how you would stagger the projects listed in Attachment 1C, in order to deliver them. Show that overall schedule. Base the timeline for construction, on the scope of the work that you know at this time. We realize it would be approximate. Eg... How long would it take the team you are proposing to construct these projects?</p>	Email
40	There are two categories – Group 1 and Group 2. Inside Group 1 there are two sub groups that we are looking to pursue – Program Management Services, and Construction Management services. Would we submit two separate proposals for those or keep them together on one given they both fall under same group?	Yes, please submit two separate proposals.	Email
41	The scope lists specific streets, which provides well defined project limits. Can you please provide more clarity on the extent of project limits where it also says, “additional roadways sections shall be selected to include in the overall project”? Is this areas of roadway (and if so, which ones), or are these alternative pavement sections where roadways may need to be reconstructed or base failures remedied?	We build to budget. If there is additional funding available once the streets identified have been scoped out, we would add additional streets based on the street conditions identified in our street saver program. Digouts are part of the repair process and performed as needed on the roads to be slurried/paved. I would address the streets listed in the project scope for now. We will add others if funding allows.	Email
42	What are the project limits for the parks pathways restoration?	We build to budget. There is \$300,000 set aside in the budget for park pathways repairs and a number of parks to be addressed in the scope.	Email
43	We can make assumptions of number of spot locations or linear feet for budgetary purposes, but would it be helpful to have all consultants work with the same assumptions?	The scope will be limited to the established budget of \$300,000, and how many lineal feet that can be covered based on the budget. We may not be able to cover all the parks and if not, we would roll future work into the next FY budget for park pathways.	Email

44	Regarding the GI infrastructure potential for evaluation – what extent of evaluation are you interested in? For instance, should we include infiltration testing at all possible locations?	No	Email
45	Do we need to perform topographic survey to identify tributary areas? Or is this a higher level of evaluation to support future conceptual design and feasibility?	No. In the future, Cities will be required to include GI infrastructure in their projects. Right now, we need to evaluate if it would be generally feasible and reasonable for new projects.	Email
46	Is the City selecting one firm per category or multiple firms?	The City is planning to select multiple firms per category. Final award will be based on the outcome of the evaluation committee.	Group 2 pre-proposal Mtg 8/24/21
47	Are both PCC and AC testing included in the specialized testing category?	Yes, please submit your firm's qualifications for any number of materials for which you perform testing.	Group 2 pre-proposal Mtg 8/24/21
48	Are the firms going to be ranked based upon their proposals? How will selection be determined for tasks?	Whether firms are ranked or simply included on a list will depend upon what the subject is and whether the City has several firms on the list or just a few. The concept would be to share the projects among qualified firms based on availability, interest, and fit for the project.	Group 2 pre-proposal Mtg 8/24/21
49	On Page 14, Item #9 is listed as appraisal services, but on page 17, item #9 is described as property acquisition/appraisal services. Property acquisition also appears as item #6. What is the difference between these items?	The description should have property acquisition/appraisal services on both pages.	Group 2 pre-proposal Mtg 8/24/21
50	Should the fee schedule be included in the body of the document or should it be uploaded as a separate file.	Include the fee schedule in the body of the proposal.	Group 2 pre-proposal Mtg 8/24/21
<b>Updated 8-18-2021</b>			
1	Regarding Group 1 Civil Engineering Services Service Area 3, are the selected engineers to be physically located in the Engineering Division offices?	For Service Area 4, Civil Engineering Services, the City is looking for a firm to provide a staff person that could potentially locate to City offices. In addition to design services, staff augmentation services are needed to provide day to day duties, such as development review, building permit review, GIS updates, coordination of traffic signal and lighting issues, and other tasks as needed.  Service Area 3, is for Architectural services, which is more design specific and would be off-site.	Email
2	Will the consultant(s) for the following projects: -sport court resurfacing (PK-01, PK-08) -synthetic surface replacements (PK-04, PK-05) -Sea Cloud Site Improvements (PK-09) be selected from those that are put on the On-Call for Group 2 Services?	The projects listed (PK-01, PK-08), are part of Group 1 services, Service Area 4 - Civil Engineering. To qualify to work on these projects, firms must submit a proposal in response to the Scope of work in Attachment 1D, Street Rehabilitation Project. For the projects identified in future Fiscal Years (PK-04, PK-05, and PK-09), in this same service area, assignments will be determined later, and based on the firms' qualifications and respective experiences.	Email
3	Will the city give consideration to a licensed landscape architect to prime some of the Group 1, Service Area 4 projects? (eg: sport court resurfacing, synthetic surface replacement and Sea Cloud site improvements).	To ensure that your firm is considered and pre-qualified for both the projects in Service Area 3 and Service Area 4, it is recommended that a proposal be submitted for each category. Project assignments would be determined later, and based on the firms which qualified in each category and their respective experiences.	Email
4	Do we need to team up with an Architect?	Please look the type of projects that are described in Service Area 3 in the table, in addition to the roof project scope of work. The City will evaluate firms based on their proposal response to the scope for the Roof Project (Attachment 1A) as well as experience and qualifications submitted that best address the other projects in that category.	Email
5	Can we submit on our own?	Yes if your firm can perform the requisite work.	Email
6	Does our team have a better chance of being selecting if as a team we offer full Architectural/Engineering services?	The City will evaluate proposals based on each firm's ability to perform the services required.	Email

8	Under Item H. Consultant Fee Schedule and Reimbursable Expenses, for Group 1 – it asks for our “level of effort and reimbursable expenses shall be broken down with a summary table for the entire proposal.” Would/should this be the same information for the “Street Rehabilitation Project” requested in item D.?	If you are proposing for Architectural services, you would provide a fee schedule for the scope of work described in the Attachment 1A for the roof replacement. If you are proposing for the parks projects, then yes, it would be Att. 1D, the street resurfacing project.	Email
9	We see 3 pages of horizontal charts identifying the following. As architects, we are interested in the “Building Projects” and “Parks Projects” identified. I’m assuming the projects listed on these three pages are associated with this RFQ/P?  a) Five Year Capital Improvement Project Plan (Fiscal Year 2021-2022 to 2025-2026)  b) Table C – Capital Improvement Project Plan (Fiscal Year 2021-2022)  c) Table D – Active and Proposed CIP’s Through FY 2025-2026	Yes (Reference to 3 tables included as part of RFP/Q, from the City’s CIP Budget FY21-22).  a) The projects listed as BD and PK are Building and Parks Projects. They are funded over the next 5 years and are all applicable to this RFP/Q. b) This table indicates the projects that are funded in the current fiscal year (FY21-22).  c) This table includes a combination of the existing CIP projects and the future CIP projects over the next five years.	Email
10	We provide professional right of way services including appraisal, acquisition and relocation. Category 9 is for appraisal services, but includes some areas that we do not specialize in (e.g. revenue projections). Category 6 is for Surveying, Mapping, and Right of Way Engineering, but includes Right of Way Certifications and Acquisition Support. Do respondents need to provide all services within a category?	Please provide your qualifications and experience for the category you are proposing for. The City will pick the most qualified firm (s) based on experience and qualifications received from the pool of applicants.	Email
11	In Service Area 5, are all 10 generators in developed areas like vaults and concrete pads, or do any or all require ground disturbance?	Nine of the generators are remove and replacements to existing infrastructure. One generator (at LS29) will be relocated from an indoor to an outdoor location.	Pre-Proposal Meeting
12	In Service Area 5, are all 10 generators one project, or are they separate projects?	The replacement of the 10 generators is part of one CIP project	Pre-Proposal Meeting
13	For projects already designed or in the design process, will you make the list of designers available?	Yes, we have posted the list of designers on our website with the RFP.	Pre-Proposal Meeting
14	For projects already designed or in the design process, are the designers precluded from proposing on the RFP/Q?	Designer that have performed work on past or current projects are not precluded from proposing on this RFP/Q. However, a firm may not provide CM services for those projects in which their firm provided the professional design services.	Pre-Proposal Meeting
15	In which section of the proposal should the Scope of Work be included?	<b>Addendum #1</b> clarifies the section in which to include the description of the scope of work. (A new section "I").	Pre-Proposal Meeting
16	Page 12 specifically says to omit the schedule for the program and construction management categories, but page 11, section 11C indicates to include a schedule. Please clarify.	<b>Addendum #1</b> includes a conformed RFP/Q which reflects revisions to the original RFP/Q. Page 10 of the conformed RFP/Q requires a schedule for PM and CM categories. Pages 16/17, Section C, elaborate on the schedules requested.	Pre-Proposal Meeting
17	For Projects already designed, or in the design process, will you make the list of designers available?	Yes, please see Table posted to the City's website which includes the list of projects in design and firms that are under contract.	Pre-Proposal Meeting
18	What section of the proposal should include the firm's general qualifications?	General proposer qualifications should go in Section F.	Pre-Proposal Meeting
19	Do you want full team qualifications for all the projects listed within the Service Area being proposed?	For each Service Area, submit a proposal based on the Scope of Work for the project identified in Attachment 1A, 1B, 1C, or 1D. In addition, include your firms qualifications and experience for those projects listed within the same service category, to demonstrate your firm's qualifications for all the projects listed in that category.	Pre-Proposal Meeting
20	For Construction Management, do you want the proposal to include subcontractors for materials testing and inspection?	For projects that are managed by a construction management consultant, it is the City's expectation that the consultant would hire the materials testing and specialty testing sub-consultants.	Pre-Proposal Meeting

21	Is the Construction Management Service Area for all of the listed projects?	The projects identified in the Group 1 - Table for Service Area #2 - CM Services, includes 19 existing projects that require CM Services through FY21-22. The proposal and associated cost that is submitted, should address the projects identified in Attachment 1C. However, the qualifications sections should include the firms ability to deliver all the projects listed in Attachment 2.	Pre-Proposal Meeting
22	Is there a page limit?	No, but please organize your proposal according to the RFP sections.	Pre-Proposal Meeting
23	Are there any hiring requirements/preferences for minority or women owned businesses?	No.	Pre-Proposal Meeting
24	The deadline listed for submittal of questions is the same as the submittal date, is that intentional?	<b>Addendum #1</b> addresses the deadline for submittal of questions for each Group as follows: Group 1: Monday, September 3, 2021 @ 4:00pm Group 2: Monday, September 27, 2021 @ 4:00pm	Pre-Proposal Meeting
25	Should the proposal be submitted separately from the cost?	Yes, the electronic submittal process includes a location to separately upload the cost proposal portion.	Pre-Proposal Meeting
26	Will you share the Wastewater and Water Master Plans.	Yes, they have been posted on the City's website with the RFP/Q.	Pre-Proposal Meeting
27	Will the City provide a set of plans or a couple of paragraph description and the construction timeline of the projects that are designed or currently in design?	Plans will not be supplied as part of the RFP/Q process. However, information about each project is included in the City's budget document for FY21-22. In addition, a supplemental document has been posted on the City's website which includes general project timelines. See link above.	Pre-Proposal Meeting
28	Scopes 4 and 5 both list the same attachment. Do proposers have to propose on both or can they choose one or the other?	For Service Area 4, Proposers should propose on the general scope of work provided in Exhibit 1D and the Street Resurfacing Project. For Service Area 5, Proposers should propose on the scope of work provided in Exhibit 1D for the generator replacements project.	Pre-Proposal Meeting
29	For general engineering, do you want a specific scope of work and fee or a general proposal?	The City is looking for staff augmentation that can fill a variety of day to day duties as outlined in the RFP/Q, as well as provide in-house design services for the City's Street Resurfacing, Pathway, and Sport Court surface Projects. The proposal should address the firms ability to perform the day to day tasks identified, as well as the scope of work for the street rehabilitation project.	Pre-Proposal Meeting
30	Section G states that the consultant shall provide details regarding the experience of not more than 10 team members. Please confirm if this means that we can only include 10 Team members on the Organization Chart?	Proposers may include more than 10 team members in the organization chart.	Email
31	Section G states that the Resident Engineers and Construction Managers are Key Personnel. Please confirm if this means that any Resident Engineers listed are considered Key Personnel? Can we identify other staff as Key Personnel?	Resident Engineers/Construction Managers who are responsible for administering construction contracts and overseeing the inspection staff, are key personnel. Other staff can be identified as key personnel.	Email
32	Please confirm if the Ten team members allocated are also considered Key Staff.	No. Resumes for not more than 10 team members shall be included in the proposal. The only required key personnel are Project Mangers and Resident Engineers/Construction Managers, and those team members identified by proposers in their proposal.	Email
33	Is there a formal registraton to a bidders list required?	There is no formal registration. Any new information pertaining to the project will be included on the project page of the City's website.	Email
34	Have any Addendums or clarifications been issued?	<b>Addendum #1</b> will be issued the week of 8/18/21	Email
35	Will an extension to the proposal due date be considered	<b>Addendum #1</b> extends the proposal due date to September 16, 2021 @ 4pm.	Email