



CITY OF PINOLE

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ADDENDUM NO. 1

REQUEST FOR PROPOSALS (RFP)

ENGINEERING SERVICES FOR

RO2302 SAFETY IMPROVEMENTS ON ARTERIAL ROADWAYS

RFP No: PW-2023-05

December 7, 2023

General

This Addendum No. 1 is intended to provide responses to questions received and has a total of 4 pages (including this page) and modifies the RFP in the following manner:

1. Change cover page to replace “ROAFDWAYS” with “ROADWAYS”
2. Proposals shall include an acknowledgement of receipt of this addendum in the Introductory Letter. Failure to do so may cause rejection of your proposal as being non-responsive.
3. Change 3. Project Approach and Work Plan to replace:
“along with an estimate of the time (project schedule) it will take to complete each task”
with:
“along with proposed personnel and an estimate of the time (hours per staff member) it will take to complete each task”
1. Change Appendix A – Proposal Requirements to replace:
“The total number of pages must not be more than 10 pages. Appendixes/Resumes are not included in the page count”
with:
“The total number of pages must not be more than 15 pages. Appendices/Resumes and Cost Proposal (submitted separately) are not included in the page count.”

All other items of the documents shall remain unchanged. Proposers are hereby notified that they shall make any necessary adjustments in their proposals and estimates as a result of this Addendum No. 1. It will be construed that each consultant’s proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

p.p. /Katherine Hayden/
Sanjay Mishra, P.E., T.E.
Public Works Director

Questions & Responses

Question 1: Would the City accept electronic submittals via email or secure file transfer for responses for this RFP?

Response: Proposals may be submitted in PDF format electronically via email to pwrfp@ci.pinoles.ca.us.

Question 2: Could you confirm what you have available for consultant budget versus construction budget for the project? Does the \$275 encompass both?

Response: The adopted budget for FY 2023/24 - 2027/28 includes a Capital Improvement Plan budget of \$275,000 for all work on this project.

Question 3: Per the RFP, "Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than TWO MILLION DOLLARS (\$2,000,000) per occurrence and FOUR MILLION DOLLARS (\$4,000,000) aggregate, combined single limit coverage." Should Consultant only maintain automobile insurance in the amount of \$1,000,000, can Consultant supplement this with its umbrella policy? Alternatively, can a waiver be granted in this regard?

Response: Please note that a waiver or alternative insurance will be evaluated on a case by case basis by the City Attorney. Unfortunately, we are unable to provide any assurance that a modified insurance will be accepted at this stage.

Question 4: The RFP states on page 12/34, "Please feel free to add as many sheets of paper as you would like to your proposal to describe your qualifications and other sections covered in this RFP." Also, on page 12/34, the RFP states, "The total number of pages must not be more than 10 pages. Appendixes/Resumes are not included in the page count." Could the City please clarify the page limit?

Response: We have increased the page count limit to 15 pages in this Addendum. Additional pages supplementing your qualifications section or other sections not included in this page count may be included as Appendices to the Proposal.

Question 5: On page 15 under the Cost Proposal, the RFP states, "The proposal must include each proposed personnel and estimated hours per staff members by proposed task without the rate information, which shall be part of the main proposal." Where should consultants include this information?

Response: Please see the changes to 4. Project Approach and Work Plan, above

Question 6: Will you answer questions received before December 7th so we have time to prepare a quality submittal?

Response: Unfortunately, the City was not able to answer questions prior to December 7th.

Question 7: Does the City have a budget for this project?

Response: The adopted budget for FY 2023/24 - 2027/28 includes a Capital Improvement Plan budget of \$275,000 for all work on this project.

Question 8: Do the cover, cover letter, table of contents and back page count against the 10 pages?

Response: Cover, cover letter, table of contents, and back page count will not be included in the page count.

Question 9: Will you email our Project Manager for the password for the cost or do we provide it in our submittal?

Response: We will email to request the password after proposal evaluation. Don't include the password with your submittal.

Question 10: The RFP states, "The total number of pages must not be more than 10 pages. Appendixes/Resumes are not included in the page count." and then states "2. Qualifications: Related Experience and References. Please feel free to add as many sheets of paper as you would like to your proposal to describe your qualifications and other sections covered in this RFP". Please confirm we can add as many pages as needed in any section to provide a quality submittal.

Response: We have increased the page count limit to 15 pages in this Addendum. Additional pages supplementing your qualifications section or other sections not included in this page count may be included as Appendices to the Proposal.

Question 11: The RFP states, "The total number of pages must not be more than 10 pages. If we cannot add additional pages and due to the page limit can we include a summarized Scope in the body of the document and a full detailed Scope in an Appendix not towards the page count?"

Response: We have increased the page count limit to 15 pages in this Addendum.

Question 12: The RFP states, "4. Project Approach and Work PlanRFP along with an estimate of the time (project schedule) it will take to complete each task" and then the schedule is requested under 5. Schedule. Please confirm the schedule goes in section 5. Schedule only.

Response: Please see the changes to 4. Project Approach and Work Plan, above

Question 13: Can any comments regarding the Conflict of Interest be placed in the letter?

Response: Please include Conflict of Interest Statement in your proposal. We have increased the page count limit to 15 pages in this Addendum.

Question 14: The RFP states, "7. Contract Agreement - The Consultant shall provide a brief statement affirming that the proposal terms shall remain in effect for one hundred and twenty (120) days following the date proposal submittals are due." You have requested this information in two places, please confirm that the statement is acceptable in the letter due to the page limit.

Response: Please include statements in accordance with the RFP, in the Introductory Letter as well as the Contract Agreement, and also on the Appendix C – Cost Proposal coversheet page which is to be submitted separately. We have increased the page count limit to 15 pages in this Addendum.

Question 15: The RFP has a section called, "9. Exceptions/Deviations. Please confirm that the statement is acceptable in the letter due to the page limit.

Response: Please include Exceptions/Deviations in your proposal. We have increased the page count limit to 15 pages in this Addendum.

Question 16: What information do you want included under the Section titled State Only Funded Provisions?

Response: Please use this section of your proposal to demonstrate your familiarity of providing services for state-funded projects and that you have a clear understanding of requirements/needs to facilitate the project through Caltrans LAPM.

Question 17: Is Topographic Survey required for this design?

Response: The Scope of Work TASK 2. PRELIMINARY DESIGN includes performing necessary surveying.