



# City of Placerville

Engineering Division  
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December 18, 2015

## **REQUEST FOR QUALIFICATIONS FOR ENGINEERING, CONSTRUCTION MANAGEMENT & INSPECTION SERVICES ON AN AS-NEEDED BASIS**

### **RFQ ADDENDUM NO. 1**

**Attention all prospective respondents to the Request for Qualifications (RFQ):**

1. The Request for Qualifications due date is amended from “3:00 p.m. on December 21, 2015” to “**3:00 p.m. on December 29, 2015**”.
2. Page 2, Submittal Due section is amended to say, “**3:00 pm, Pacific Time, Tuesday, December 29, 2015**”.
3. Attachment 1 to this Addendum is included and titled, “RFQ Questions and Answers Received”.

**End of Addendum #1**

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City Engineer

**CITY OF PLACERVILLE  
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ATTACHMENT #1**

**RFQ Questions and Answers Received**

1. We are a CM and Inspection firm and are interested in submitting a SOQ for Part B of your RFQ for Engineering, CM, and Inspection Services. Can we submit for only Part B “CM and Inspection Services”, without submitting for Part A “Engineering Services”?
  - a. Yes.
2. We have been putting our proposal together for the CM and Inspection services, and just noticed that on the second sheet its states that the submittal date is Friday 12/21/15 at 3:00. December 21<sup>st</sup> is actually Monday. Can you please confirm that the due date is Monday 12/21/15 at 3:00 pm?
  - a. Please see items 1 and 2 on Addendum #1.
3. Do we need to include the consultant questionnaire from the RFQ located on page 51?
  - a. Yes.
4. Regarding Section 4.2.2 of the RFQ, is there a list of “mandatory respondent qualifications,” or is this section only in reference to the subsection 4.2.2.1?
  - a. It’s in reference to the subsection 4.2.2.1.
5. Would it be possible to recommend a change to the Agreement for Engineering Services, in Article XI – Indemnity?
  - a. Consultants may submit a request for clarification or change to the agreement, however, it is the City’s sole discretion to accept or reject the suggested change to the agreement.
6. Would Section 4.2.5 Construction Management Plan need to be submitted if we are only pursuing Part A. Engineering Services?
  - a. No, it would not be required.
7. Do 11 x 17 sheets count as one or two pages?
  - a. 11x17 counts as 1 page.
8. Who is providing survey and material testing? Is it City staff, us, another consultant already in place, or from another on-call contract?
  - a. The City does have an on-call list for survey and material testing, however, if the submitting consultant the service available or a preference for a subconsultant, please include on the Statement of Qualifications.
9. Ref 4.1.4 (page 20) it states it should be prepared on 8 ½ x 11 paper and that foldouts are permissible. Please confirm 11x17 is permissible. If 11x17 is allowed, does that count as 1 page or 2?

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- a. 11x17 counts as 1 page.
10. On Page 12, RFQ Timeline, there is no bullet for RFQ Due; however, you do have the actual RFQ Due Date 12/21/2015 identified for the RFQ Q&A Deadline (which I believe is 12/16/2015 per 2.2 on page 13).
  - a. Please see items 1 and 2 on Addendum #1.
11. On Page 26, 5.1.1 – It says the fee schedule must include rates... as well as applicable cost escalation factors anticipated during the On-Call period. Will a statement of our rate of escalation suffice or do you want us to include the actual escalated rates for 2016, 2017, and 2018?
  - a. A statement of rate escalation will suffice.
12. Is materials testing included as part of the Construction Management and Inspection Services contract?
  - a. The City does have an on-call list for material testing, however, if the submitting consultant the service available or a preference for a subconsultant, please include on the Statement of Qualifications.
13. Under Item 4.2.4, how many previous project organizational charts are requested?
  - a. One with most current staff and positions within the organization will be sufficient.
14. What is to be included within 4.2.2 Mandatory Respondent Qualifications? As I interpret this section, it should include a statement that we comply with the provisions within the RFQ and reference the contract statement in section 4.2.1.7. Is this correct? If not, what additional information should be provided within section 4.2.2?
  - a. The interpreted statement is sufficient.
15. Is the Original bound or unbound?
  - a. Unbound, please.
16. In #4.2 there are five sections outlined for the RFQ. Is #4 Technical Project Approach the same as #4.2.4?
  - a. Yes.
17. Does #4.2.5, Construction Management Plan, fall under Technical Project Approach or is it a separate section? If a separate section, do you want this placed after #4? Do we need to provide this if we are going after only the Engineering and not the Construction Management? Also, do we need to include the Plan or just comment we have one?
  - a. Please include it as part of the Technical Project Approach. No need to include a full plan, but an outline that provides understanding and approach to administering Construction Management is recommended.
18. Under 4.2.1.1, if the signing officer is not the President, what would like us to use as evidence? Is the additional evidence page/form included in the page count?

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- a. Signed statement from the President granting signatory authority would be sufficient.
19. Both #4.2.3.16 and 4.2.4 ask for an organizational chart. Are you looking for two different types of Organizational Charts? If so, please elaborate what each chart should include. If only one chart is required, which section should it go in?
  - a. Please include one organizational chart with most current staff and positions and please include under 4.2.4.
20. In #4.2.3.18, it states you want a Personnel Roster. Since we are already including an Organizational Chart, what type of information are you looking for?
  - a. The Organizational Chart should be sufficient. However, if different company “teams” are proposed for Part A and Part B, please clarify and provide a roster.
21. Section 5.1 states the fee schedule must be submitted in a sealed envelope, however, item #6.1 states the fee schedule is included in the scoring criteria. Please clarify.
  - a. Please provide the fee schedule in a sealed envelope. Fee schedule will only be considered in scoring in the event of a tie of the last remaining position on the short list.
22. In #6.2.4, you refer to Attachment 9.2, SOQ and Interview Evaluation Format. Is this is Attachment 10 - Evaluation Criteria?
  - a. Yes.
23. In Attachment 10 Evaluation Criteria, the numbers and categories do not match up to the RFQ numbered outline. As directed in the RFQ, we are proposing to follow the numbering and categories in the body of the RFQ and not Attachment 10. Please provide direction (an numbering/order) if the items listed in the evaluation criteria are to be included . For example, in Attachment 10 Evaluation Criteria, Budget/Schedule Experience has detailed information requested however the RFQ body does not ask for this criteria.
  - a. Yes, follow the numbering and categories in the body of the RFQ. Attachment 10 will be updated internally for use in scoring by City Staff.
24. Under #4.2.3.13 and 4.2.3.14, detailed information is requested. Can you please provide clarification if the Engineering portion has to respond to the items that are meant for Construction management projects.
  - a. Part A is only required to respond to those items pertaining to Engineering and not for Construction Management projects.
25. Section 4.2.5 Construction Management Plan doesn’t appear to apply to a design firm. Can you clarify the intent of this section?
  - a. If design firm isn’t submitting on Construction Management (Part B) then don’t include this item in the proposal.
26. Part B, Construction Management and Inspection Services, of the current RFQ. Are we to include construction staking and materials testing in our scope or will that be provided by the City or others?

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- a. Yes, please include materials testing in the SOQ. We do have an on call list for geotech and material testing already, but City Staff understands the efficiency of a well formed/tried and true team.