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July 2, 2020

ATTENTION: All Prospective RFQ Responders
PROJECT: RFQ for On-Call Professional Consulting Services
SUBJECT: **ADDENDUM NO. 1**

This addendum is being issued to make the following changes or clarifications to the request for qualifications (RFQ), issued on June 9, 2020:

1. The number of sheets for the submittal is increased to 15. This should allow additional capacity to include the cover, any cover letter and any table of content, etc.
2. Several relevant specialties not mentioned specifically, such as Materials Testing, are included in the request for proposals. The general goal is to develop a healthy list of a consultants with varied expertise who could be called upon to help address Civil Engineering related demands on the City.
3. Proposals for any relevant specialty may also submit a proposal on their own. It is not necessary to apply as part of a larger Team.

Several inquiries and clarifications have been received. These are being reproduced below anonymously along with City's responses for the benefit of all, as follows:

1. For the Civil Engineering Services category, does the City anticipate that geotechnical engineering services will be subconsultant role to the on-call civil prime? [Not necessarily. Having an independent list of geotechnical consultants to approach when needed would be very useful]
2. Similarly, for the Construction Management Services category, does the City anticipate that materials testing/special inspection services (such as welding inspections, concrete, rebar, structural steel inspections, soils/compaction testing, HMA testing) will be subconsultant role to the on-call CM prime?[Not necessarily since having a list of independent firms that provide these expertise would be very useful]
3. Considering your response, may [we] submit as a prime for (1) Geotechnical Engineering Services, and (2) Materials Testing/Special Inspection services? Neither of those are categories within the On-Call Professional Consulting Services RFQ [Sure, that would work]

4. [We are] not a Construction Management firm, we only provide testing & inspections. Are we able to submit an RFQ as Inspection firm only, or with CM as a team? [You don't have to be a CM firm in order to respond to the RFQ. You can do that for specific tasks, such as materials testing or inspections only.]
5. Is there a font size limitation to this proposal? [There is no limitation on the font size.]
6. There is no category for materials sampling/testing. Let me know under which category should I respond [under]? [Please include your RFQ under a new Materials Sampling & Testing category, even though it is not spelled out. ~~We are trying to come up with a list of most on-call services.~~]
7. Do the rate sheets and front cover (section 1) count towards the 10-page limit? [The only exception I see is the resumes and the dividers. To be consistent, I would have liked to stay with the 10-page limit. However, since some or most responders would assume otherwise, I don't think a couple of sheets would make a big difference and won't be the basis for disqualifying anyone.]
8. Is there an email file size limit? [No]
9. Would the City allow a submittal on just **Traffic Engineering** within the **Civil Engineering Design** category, or does the City require a complete team that can cover all technical services under that category? [You can submit just for the Traffic Engineering services and don't need to offer any other civil engineering related services.]
10. Regarding the current RFQ that is available for on-call professional consulting services, we [are] interested in submitting for Construction Management and Inspection services. Would you like the CM firm to have materials testing, construction staking/surveying, and public outreach capabilities within our team as well or will those be contracted directly through the City? Please let me know as we are putting together our team and need to know if we need to have these services within our team. [We are accepting RFQ's on complete CM services including all of the items you note below as well as specifically for inspection services, materials testing, etc. You could send a comprehensive CM services proposal and/or split these into specific scopes, if you prefer.]
11. Has the City already issued an RFP for materials testing on-call services, or should proposals for construction management services include materials testing? [These can be submitted as part of CM or as an independent scope since sometimes we have need for just material testing]
12. What is the expected contract value? [There is no contract value. Once we have a list of qualified firms, the selected firm(s) will need to propose their estimate depending upon the particular project for which their services might be required]
13. For each service category, will just one, or multiple, consultants be selected? [We will have a list of multiple consultants that we hope to refer to when the need arises for their particular area of expertise]

14. Do the front and back covers count to the page limit? [They don't have to. There is some flexibility in this regard. We just didn't want thick proposals]
15. Can resumes be appended rather than included in Section 4, Key Personnel? [Yes. However, if they are scanned together with the proposal, they will stay part of the package and not get lost or become unmanageable]
16. Section 8: Disclosures and Exceptions to City Standard Agreement: [Our firm] has multiple contracts with the Alameda County Transportation Commission for local agency Programming support, Staffing support, Project management and Construction management services. Will these contracts create a conflict of interest with the City of Union City's anticipated Construction Management and Inspection, and Municipal Program and Project Management contracts? [WE DON'T THINK SO SINCE OUR ON CALL SUPPORT NEEDS HAVE TO DO WITH A VARIETY OF SMALL AND MEDIUM SIZE PROJECTS THAT ARE FUNDED FROM A VARIETY OF FUNDING SOURCES]
17. Section 5: Rates: Will the City please clarify what is requested by the "hourly rate schedule". Does the hourly rate relate to billing rate or direct hourly take home rate of each key personnel? [BILLING RATE]
18. Section 5: Rates: Will the City please clarify what is requested by "the direct rates and indirect rates". Will the direct rates include additional expenses (i.e. special inspections / materials testing billing rates, surveying, vehicle, shipping, copies, and other similar costs)? [DIRECT RATES WILL CONSIST OF WAGES AND ANY FRINGE BENEFITS PAID TO THE EMPLOYEES. INDIRECT RATES WIL COVER OVERHEAD SUCH AS PRINTING, TRAVEL, PHONE, ADMIN., CHARGERS, TECHNOLOGY CHARGES, SHIPPING, ETC. SPECIAL INSPECTIONS/MATERIALS TESTING, SURVEYING ARE SEPARATE AREAS OF RESPONSIBILITY AND ARE NOT TO BE INCLUDED IN DIRECT COSTS UNDER OR AS PART OF OTHER RESPONSIBILITIES]
19. How many firms will be selected for each Service category? [THERE IS NO SET NUMBER BUT A RANGE OF 5 TO 10 FIRMS WOULD BE REASONABLE]
20. What are the dollar values of the possible work assignments that fall under the CM and PM service categories? [THERE IS NO DOLLAR VALUE ESTABLISHED SINCE IT WILL DEPEND UPON THE SCOPE OF THE WORK FOR WHICH CM AND PM SERVICES ARE RETAINED]
21. Is there a target date for possible interviews? [THERE IS NO TARGET DATE SET. THE INTERVIEWS MAY OR MAY NOT OCCUR.]
22. What is the selection and award schedule anticipated? [SELECTION IS EXPECTED TO OCCOUR WITH 2 MONTHS OF THE SUBMITTAL DEADLINE WHICH WILL ALLOW US TO ADD A LIST OF FIRMS. THE AWARD WOULD ONLY OCCUR WHEN THE NEED FOR THE SERVICES ARISES AND A NUMBER OF FIRMS FROM THE LIST ARE APPROACHED TO PROVIDE A PROPOSAL, BASED UPON THE SPECIFIC PROJECT NEEDS]

23. Are there any local business, small business, or DBE goals? [NO, BUT SUCH BUSINESSES ARE ENCOURAGED TO RESPOND]
24. If we are a firm that provides materials testing and special inspections, can we list a subcontractor or team up with a Construction Management firm? [You can do either or also submit proposal as an independent material testing and/or special inspections on your own.]
25. Can the cover, table of contents, and cover letter be excluded from the page count? If not the cover letter, can the cover and table of contents be excluded? [The cover, table of contents (limited to 1 sheet) and cover letter may be excluded. We may be issuing an addendum to limits the submittal to 15 sheets to account for these items.]
26. Can the detailed contract mark-ups be excluded from the limited page count? [Any markups in the contract can be made on the contract or they may also be attached to the contract as a separate document. However, any proposed changes should be referred to in the RFQ, so they are not missed]
27. Will the City be holding 10% retention from all invoices? The sample contract states that the City will pay the final 10% due 60 days after contract completion. [We will work with our City Attorney to see if the contract document needs to be updated for professional services. However, since everyone is expecting to abide by this requirement, you may assume this to be the case for now.]
28. Regarding the 10-page limitation on the subject RFQ out from the City, I just wanted to see if Section 1 – Front Cover is in fact also included in the 10-page limit, or if the front cover would be considered excluded from the limit similar to the resumes and any dividers? [Your assumption is correct, and the cover page may be treated as one of the dividers. We might even be able to issue an addendum to clarify that the limit is 15 pages that will allow for the cover, table of contents (if any) and cover letter (if any).]
29. Our firm ____ will be responding to the request by next Thursday, July 9 for the Construction Management and Inspection, Municipal Program and Project Management, and possibly Development Review categories listed in the RFQ. While preparing to respond I would like to get a better understanding of the funding source, be it at a federal, state, or city level, or private, or a mix of the two. Additionally, I would like to know what type(s) of projects/scopes of work are thought to be included within the contractual service agreements. [The funding sources would be varied, including possibly federal, but most project won't be federally funded. The project type would also include all of those that you have noted, including development related, CIPs and routine maintenance.]

The time and date to email the proposals has not changed and remains at 5:00 PM, Thursday, July 9, 2020.

Farooq Azim, P.E.
City Engineer
City of Union City