



Finance Department
Purchasing Division

**REQUEST FOR QUALIFICATIONS (RFQ)
Specification No. 21-11424-C
FOR
ON-CALL WATERFRONT PROJECT MANAGEMENT AND CONSTRUCTION
MANAGEMENT SERVICES
QUALIFICATIONS WILL NOT BE OPENED AND READ PUBLICLY**

ADDENDUM "A"

November 12, 2020

Dear Proposer:

Questions received from proposers along with answers are attached.

Responses must be received no later than 2:00 pm, on Tuesday, November 24, 2020. Proposals are to be sent via email with the **"ON-CALL WATERFRONT PM/CM SERVICES"** and **"Specification No. 21-11424-C"** clearly indicated in the subject line of the email. Please submit one (1) PDF of the technical proposal. Corresponding pricing proposal shall be submitted as a separate PDF document.

**Email Proposals to: City of Berkeley
Finance Department/General Services Division
purchasing@cityofberkeley.info**

Qualifications will not be accepted after the date and time stated above. Incomplete submissions, and those that do not conform to the requirements specified herein will not be considered.

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your response.

Sincerely,

Darryl Sweet
General Services Manager

Addendum “A”

Questions and Answers for Specification No. 21-11424-C ON-CALL WATERFRONT PROJECT MANAGEMENT AND CONSTRUCTION MANAGEMENT SERVICES

The City of Berkeley has received questions from potential respondents. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff. The following clarifications are hereby made to the Request for Qualifications:

Questions and Responses:

- 1. Q. On page 2, under Scope of Services, Project Management, it states: develop an effective public involvement strategy.**

 - a. Does the City have their own Public Information Officer the Consultant could work with for this or would it be recommended that the Consultant provide Public Outreach services?**

1. A. It is expected the consultant to provide public involvement strategy. The City can assist on some aspects in public outreach such as, booking City owned buildings for in-person meetings, or providing contact information for public stakeholder groups.

- 2. Q. On page 2, under Scope of Services, Construction Management, it states: coordination of material testing.**

 - a. Does the City plan to use their own materials testing firm (in house or on-call) which the Consultant would coordinate sampling/testing or would the City prefer the Consultant provide Material Testing services?**

2. A. Depending on the testing services needed, the City may elect to use a separate on-call consultant for material testing. The Consultant for this RFQ should also anticipate providing material testing services.

- 3. Q. Is this \$1 million for both contractors or per contractor for 3 years?**

3. A. At the discretion of the City of Berkeley, each contract may have a not-to-exceed amount up to \$1 million.

- 4. Q. Do you need license for civil engineer for the CM/PM position or can they present experience in lieu of license?**

4. A. A Licensed Civil Engineer is not required, however, experience presented in the SOQ should show the ability to provide the scope of services listed in this RFQ.

- 5. Q. Is the experience need to be water front specific? Or if they have experience on different components such as parking lot, pavement and road that is acceptable?**

5. A. Selection of consultants will be based upon weighted scores outlined in Section IV. Consultant Selection Process. Consultants may submit experience on different engineering components, however they will be scored according to Section IV.

6. Q. We assume only one person on this project, do we still need organization chart as per RFQ?

6. A. Yes, submittal should still include an organization chart with proposed lines of communication with City staff.

7. Q. I'm a sole proprietor and will be using my SSN for this response. Can I cross out the first 5 digits of my SSN for privacy purposes and provide the full number if I'm awarded the contract?

7. A. Yes.

8. Q. Will the Statement of Qualifications be shared with the public?

8. A. The opening of the SOQs is not shared with the public; however, once contracts are awarded, all documents enter into the public record and can be requested. Personal information is always redacted when responding to a Public Records Act request.

All other provisions of the Request for Qualifications shall remain the same.