

Finance Department
Purchasing Division

REQUEST FOR QUALIFICATIONS (RFQ)

Specification No. 18-11251-C

On-Call Planning and Environmental Review Services

PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

ADDENDUM "A"

October 9, 2018

Dear Proposer:

Questions received from proposers along with answers are attached.

Proposals/bids must be received no later than 2:00 pm, on Tuesday, October 16, 2018. All responses must be in a sealed envelope and have **"Request for Qualifications: On-Call Planning and Environmental Review Services"** and **Specification No. 18-11251-C** clearly marked on the **outer most mailing envelope**.

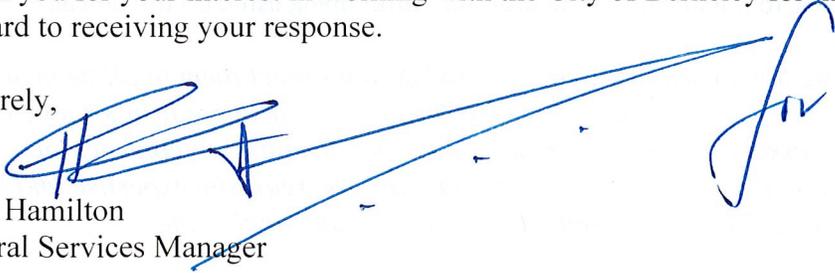
Mail or Hand Deliver To:

City of Berkeley
Finance Department/General Services Division
2180 Milvia Street, 3rd Floor
Berkeley, CA 94704

Proposals/bids will not be accepted after the date and time stated above. Incomplete bids that do not conform to the requirements specified 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,


Shari Hamilton
General Services Manager

Addendum "A"

Questions and Answers for Specification No. 18-11251-C On-Call Planning and Environmental Review Services

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 18-11251-C, On-Call Planning and Environmental Review Services**. In an effort to provide the same information to all interested parties, listed below are the questions received to date, with responses from City staff.

RESPONSES TO QUESTIONS RELATED TO RFQ, SPEC. # 18-11251-C ON-CALL CONSULTANT PLANNING AND ENVIRONMENTAL REVIEW SERVICES

1. Q: Does the 25-page limit include the form attachments and the separate pricing proposal?

A: *No.*

2. Q: Are resumes and a cover letter included in the 25-page limit?

A: *Yes.*

3. Q: The RFP requires the following under Section III-Submission Requirements: "Qualification and Experience. The experience and qualifications shall be specified for the firm, project manager, technical personnel, and sub-consultants." Would the experience of prime team leads at former firms satisfy the requirement for the firm's qualification in certain services specified in the RFQ?

A: *Yes – staff and subconsultants should have the specified experience, whether from current associations or previous employment.*

4. Q: Will the City accept client references that are currently City staff?

A: *Yes, previous work for the City of Berkeley is acceptable as a reference.*

5. Q: Does the City prefer that firms propose on the complete suite of services such as those listed on page 3, B.1? In other words, if firms do not possess the suite of technical expertise, will they be ranked more highly if they form teams to provide those services or would the City be ok with firms forming teams to pursue individual proposals after being listed on the on-call?

A: *We are looking for a variety of services, and do not expect them to all be provided by one firm. Teams are a reasonable approach to broadening a single firm's range of services but is not necessary. We are also looking for opportunities to contract for specific services by individuals and small firms that have the requisite expertise and can be on-call for just that service, e.g. technical peer review and monitoring.*

6. Q: Are the qualifications of all potential subconsultants that may be needed to provide the full suite of environmental review topics required as part of this SOQ submittal? Is it possible to add subconsultants in the future, as needed?

A: Teams may be assembled from the various consultants that are placed under contract, either by the City or by the consultants themselves. Also, additional subconsultants could be added to a consultant team if needed in the future, if approved by City staff. Furthermore, this RFQ will be followed by an on-call contract; teams may be supplemented as part of the contracting process.

7. Q: For subconsultants, are client references needed?

A: Yes.

8. Q: Please clarify what is meant by “include pricing for all services” (page 4). Do we need to include a rough estimate of the fee for the services outlined under in the RFQ, such as review of application completeness, zoning, Initial Study, Environmental Assessment, etc.?

A: This is standard purchasing language. For the purpose of this RFQ, we are looking for standard billing rates of the various staff classifications, overhead and mark-up, travel, and similar costs. The actual cost of any service will be negotiated following the completion of the on-call contract and the eventual issuance of an informal RFP for an individual project.

9. Q: For Environmental and Technical Planning Services, our firm provides some, but not all, of the technical disciplines that may be required for any particular project. Should we submit qualifications only for the services we provide, or should we identify subconsultants as well? If we identify subconsultants, please let us know what level of information you’d like to see for their qualifications. Using technical consultants previously vetted by the City is also an option.

A: Qualifications materials submitted for subconsultants should be sufficient to document their ability to meet the City’s needs. Also, see answers to question #6.

10. Q: Can we just submit billing rates, or are we expected to provide an estimated cost by service, such as an example cost for specific documents we may be asked to prepare?

A: See answer to question #8.

11. Q: How many single-discipline, specialty consulting firms have received tasks under on-call contracts for the City of Berkeley in the past?

A: Several. Traffic, historic evaluation, archaeological preservation, geotechnical, noise and others have been contracted. Some are through on-time contracts, but we would prefer to have the on-call option to simplify and expedite the process.

12. Q: For us to better understand the technical issues to be addressed, and better focus our estimate, is there a list of anticipated tasks and/or project types that may fall under this contract?

A: There isn't a specific list of tasks for each project; those will be determined with an informal RFP when services are in demand. You may instead provide an hourly, overhead and expense summary that would apply to any assignment.

13. Q: Is there a selection committee or are you the selector?

A: There will be a selection committee of Principal Planners. We will be casting a wide net for the on-call, and will then issue project-specific RFPs for work under the umbrella contract.

14. Q: The RFP mentions a City of Berkeley business license. Is this required before submission or is it okay for it to be in process or can it be obtained afterwards?

A: You will be required to obtain a business license to perform work under the contract. You are not required to have a business license to submit a statement of qualifications.

Except as provided herein all other terms and conditions remain unchanged.