



Finance Department
General Services Division

**FOR PROPOSALS (RFP)
Specification No. 21-11420
FOR
Equipment (Fleet) Maintenance and Building Maintenance Fund(s) Rate Study
Questions and Answers
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY**

ADDENDUM "A"
October 22, 2020

Dear Proposer:

RFP Clarification and questions received from proposers along with answers are attached.

Proposals/bids must be received no later than 2:00 pm, on Thursday, October 29, 2020.

Proposals are to be sent via email with the "**Equipment (Fleet) Maintenance and Building Maintenance Fund Rate Study RFP**" and **Specification No. 21-11420** clearly indicated in the subject line of the email. Please submit one (1) PDF of the technical proposal including any addendum(-a). Corresponding pricing proposal shall be submitted via email as a separate document.

Email Proposals and Pricing to:

City of Berkeley
Finance Department/General Services Division
purchasing@cityofberkeley.info

Proposals will not be accepted after the date and time stated above.

We look forward to receiving and reviewing your proposal.

Sincerely,

Darryl Sweet
General Services Manager

Addendum “A”

**Questions and Answers
for
Specification No. 21-11420
Equipment (Fleet) Maintenance and Building Maintenance Fund(s) Rate Study**

1Q: Does the City already have an established methodology for fleet and building rates?

1A: Yes.

2Q: If yes, was this methodology developed internally or externally? If externally, by whom was this methodology developed and how long ago?

2A: This was done internally many years ago and some of the methodologies have not been retrievable. Building Maintenance Rates were last updated in 2016 or so. Methodology is established and can be shared. Equipment Replacement and Maintenance Rates are a mix between formula and manual updates. Methodology detail is limited.

3Q: Have there been any audit-related or “fairness” related concerns regarding the current charges being assessed to city departments as it relates to Building and Fleet services?

3A: There have been concerns from our client departments related to what services are currently included in these funds, and how revenue and expenses are tracked for equipment (fleet) replacements. Over the last 20 years, there have been audits related to these funds, and updates to those audits. The most recent update related to an earlier audit was on July 11, 2017, titled, “Status Report July 2017 - Audit of Equipment Replacement Reserve.” See:

https://www.cityofberkeley.info/Clerk/City_Council/2017/07_Jul/City_Council_07-11-2017_-_Regular_Meeting_Agenda.aspx. [INSERT AUDIT LANGUAGE.]

4Q: As part of this study, is the City proposing to create a new Building Replacement Fund?

5A: Probably. The City is looking to set departmental charges that raise revenue according to a schedule of building component replacements, e.g., HVAC, roofs, etc. Staff will be prepared with this building component replacements list for at least the next five years. These projects may result in charges that sum up to the current ~\$900,000 General Fund allocation made annually for building repairs and capital replacements, and staff will also have a recommended list of projects that will sum up to a higher amount, reflecting proper stewardship of these facilities.

6Q: Does the City have an intended project budget in mind for this scope of service?

6A: ~\$25,000

7Q: Does the City only provide services internally (i.e. to other City departments) or does it also provide services externally either on a fee for service or contractual basis (i.e. to other jurisdictions or outside governmental entities)?

7A: Almost exclusively internal. However, there is a “Work For Private Party” rate that is used for Building Maintenance.

8Q: Can you please confirm the due date of 10/29 or 10/27? The first page states the former; the schedule found on page 7 states 10/27. We do appreciate the additional two days to prepare a thorough response!

8A: Due date is Thursday, October 29, 2020, by or before 2:00 p.m.

9Q: RFP Section II Submission Requirements requests the proposal be “concise and to the point.” The four sections required (Contractor Identification, Client References, Price Proposal, Contract Terminations) don’t include Consultant Qualifications, Project Team Qualifications (to include Resumes), nor Scope of Services. Since these areas ARE part of the selection criteria, can these sections be added to the main body of the proposal or should they be added as Appendices?

9A: Yes, they can be added as appendices.

10Q: Attachment A’s Checklist states that Attachment F (Living Wage Form) and Attachment G (Equal Benefits Certification EBO-1) may be optional. Can you please confirm if these are required to be returned at the time of the proposal submittal or upon execution of a contract?

10A: The Living Wage and the Equal Benefits Certification forms each have qualifying criteria related to applicability. Proposers should review to see whether or not these two forms are applicable, complete and enclose them as appropriate.

11Q: Regarding the Consultant (Professional) Services Contract found on the City's website:
10.1.1: Located on page 3. Since this contract is not for the management of a construction project, will the City be willing to remove the "construction management endorsement" requirement?

11A: That agreement is a sample and not necessarily the exact form of agreement to be presented to the awarded firm. The awarded firm will have an opportunity to review contract terms and conditions prior to signing.

12Q: 10.1.4: Located on page 4. Is the City asking for \$2,000,000 professional liability limits to be specific to only this policy with the City of Berkeley? If that is the case, would you accept removing the words "specific to this project only"? Would the City accept our \$2,000,000 limit per claim and a \$2,000,000 aggregate on the entire policy with a \$20,000 retention per claim?

12A: Insurance requirements for this project are listed in the RFP document on page 6 of 19. Proposers should use the RFP document as guidance for requirements, and not the sample agreement on the city's website.
