



Finance Department
Purchasing Division

REQUEST FOR PROPOSALS (RFP)
Specification No. 21-11457-C
FOR
FIRE DEPARTMENT PROJECT MANAGEMENT & CONSULTING
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

ADDENDUM "A"
June 24, 2021

Dear Proposer:

Questions received from proposers along with answers are attached.

Proposals/bids must be received no later than 2:00 pm, on Tuesday, June 22, 2021. All responses should be sent via email to purchasing@cityofberkeley.info and have **"Fire Department Project Management & Consulting"** and **Specification No. 21-11457-C** indicated in the subject line of the email. Please submit one (1) PDF of the technical proposal. Corresponding cost proposal shall be submitted as a separate PDF document.

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. 21-11457-C Fire Department Project Management & Consulting

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 21-11457-C, Fire Department Project Management & Consulting**. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

1. **Q:** Given that the City desires seven large projects, over three to seven years, that are not yet fully scoped, and there is no way yet to determine how fast other City staff can participate as needed, how does the City envision a response to its pricing request as stated, on RFP page 6, “The proposal shall include pricing for all services. Pricing shall be all inclusive unless indicated otherwise”?

A: We envision one (1) full time person – or an equivalent number of hours using multiple people - working to help plan and manage these projects with a variety of subject matter experts being called in for work as needed. One potential solution can be to propose pricing on a sliding scale, with rates defined for each employee or hours/week that the City can adopt as the project progresses. We recognize it is a complex request and anticipate additional conversations with the finalists to further define the scope.

2. **Q:** The RFP selection criteria on page 7 of the RFP also identifies “Costs” as 20% of the evaluation, but it is not clear how costs will be evaluated, particularly without the projects being fully scoped at this point. Can the City please clarify how it will evaluate costs for this element of the selection criteria?

A: Evaluated through various methods which may consist of one (1), or a combination of more than one, of the following: rate sheet comparison (title/position), requesting specific project costs from respondents during evaluation, modeling projects and applying proposed cost structures to those projects across all respondents, and/or reserving cost evaluation for a finalist round or rounds.

3. **Q:** The RFP selection criteria on page 7 of the RFP identifies “Project Approach” as 40% of the evaluation, but section III. Submission Requirements of the RFP does not provide any direction about what consultants are to describe in terms of a project approach. Since there are many potential projects described in the RFP, yet none of them have fully defined scopes of work, how does the City envision a response to satisfy the project approach selection criteria?

A: We acknowledge this omission; this section defines the Project Approach.

Project Approach: The proposal should provide a proposed arrangement that includes details of how an individual or team of individuals would provide full time project planning and project management support to the Department, details of any proposed Subject Matter Experts (SME) for projects the City requested this service for would and any other support the vendor believes the City would benefit from to support these large projects.

4. **Q:** Section III. Submittal Requirements of the RFP outlines four basic response sections of the proposal (contractor identification, client references, price proposal, and contract terminations) but it does not specify where other typical proposal information (such as project team bios and resumes, a description of firm qualifications, the aforementioned project approach, etc.) is to be located. For the City's other related Standards of Coverage RFP, a fifth catch-all proposal section is described in the RFP as "5. (Other submission requirements needed to evaluate proposals and determine if contractor is qualified to do project.)." Is a fifth proposal catch-all section for the Project Management and Consulting RFP permitted as well, or does the City have a different preferred strategy for firms to provide the additional necessary proposal information?

A: We acknowledge this omission and recommend that the following items be included in addition to those listed in the four basic response sections:

- i. Contractor Identification:** Project Team Bios and Resumes
- ii. Expertise & References:**
 - 1. Description of Firm Qualifications
 - 2. Project Approach
 - 3. Other submission requirements needed to evaluate proposals and determine if contractor is qualified to do project
- iii. Pricing Proposal**
- iv. Contract Termination**

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