



# City of Alameda, California

July 12, 2022

TO: Prospective Bidders

## Request for Qualifications (RFP) for On-Call Complete Streets Engineering Services

### ADDENDUM NO. 1

**Addendum No. 1** is hereby issued to provide responses to questions submitted by prospective bidders. Please sign this Addendum and attach it to your submittal.

### QUESTIONS AND ANSWERS

Following are the questions and answers from the Mandatory Pre-Bid Meeting, with new information highlighted in yellow.

**Question 1** Would 11x17 pages be allowable in Section 2 (Relevant Experience of Key Personnel and the Firm). If so, would it be considered 1 or 2 pages?

**Answer 1** Yes, an 11x17 sheet is allowable for section 2 with narrative, however, it would be considered two pages.

**Question 2** Can subconsultants qualify our team for the Local Business Preference (5 points)? Does the local business have to be the prime to get the 5 bonus points?

**Answer 2** The Alameda Municipal Code Section 2-62 contains no provisions for awarding bonus points to subconsultants; bonus points will only be awarded for prime consultants.

**Question 3** Are you looking for a statement of qualifications from prime firms only who specialize in complete streets engineering, providing the ability to include subconsultants for discrete specialty services at a later date as task orders require? Or do you want consultants to form a complete bench of potential future specialist subconsultants at this time?

**Answer 3** Proposals should demonstrate that the firm/team has expertise in civil engineering and/or in transportation matters. A complete bench of specialists is not necessary at this time.

**Question 4** We have a number of subconsultants on our team, yet only one we are considering a key team member. Would you like a fee schedule for all subconsultants, or only the one we consider key? The RFP states resumes/fees for only key personnel, but we feel it may be more informative to provide you with comprehensive fee information, if desired by the City.

**Answer 4** Please attach fee schedules for all subconsultants.

**Question 5** In reference to "including a clear and comprehensive fee schedule, including a detailed statement of hourly rates for all positions and classifications of individuals involved and reimbursable expenses," Should proposers include a fee structure in addition to a rates table with expenses? If an additional fee structure is needed, please provide clarification on the format of the fee schedule.

**Answer 5** Only a fee schedule is required at this time.

**Question 6** There is reference made to Exhibit B "pricing and accounting of charges are to be according to the fee schedule as set forth in Exhibit B and incorporated herein by this



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reference," is a copy of this available?

**Answer 6** Not yet. When the City enters into a contract with a consulting firm, that firm's fee schedule is attached to the standard contract as Exhibit B.

**Question 7** Will awarded teams be able to add subconsultants to fulfill individual task orders or should proposers include subconsultants at this stage?

**Answer 7** Proposers should demonstrate expertise in civil engineering and in transportation matters. Proposers can add subconsultants to fulfill individual task orders.

**Question 8** Per the RFP, "Provider is required to maintain automobile insurance in the amount of \$2,000,000 per occurrence, combined single limit." Should Proposer not meet this requirement, will Proposer be able to supplement this insurance with its umbrella coverage or will the City be willing to grant a waiver in this regard?

**Answer 8** Yes, it may be possible to supplement auto with an umbrella policy, as long as the umbrella policy includes auto.

**Question 9** Are complete teams preferred, or may prime firms add subconsultants later as project opportunities arise?

**Answer 9** Firms/teams should demonstrate expertise in civil engineering and in transportation matters. Prime firms may add subconsultants later as project opportunities arise.

**Question 10** Can exceptions to the contract be submitted as an appendix item, or do they need to be included in the LOI?

**Answer 10** Exceptions to the standard contract can be submitted as an appendix item.

**Question 11** If tabs are used to separate sections, do they count towards the overall page count?

**Answer 11** Blank tabs that separate sections do not count.

**Question 12** To be considered for the City of Alameda Local Business Preference, does the Prime Firm need to be located in Alameda, or can the team's subconsultants help fill this requirement?

**Answer 12** The Alameda Municipal Code Section 2-62 contains no provisions for awarding bonus points to subconsultants; bonus points will only be awarded for prime consultants.

APPROVED: Robert Vance 7/13/2022  
Robert Vance, P.E., City Engineer Date

Receipt is hereby acknowledged of Addendum No. 1, Request for Qualifications for On-Call Construction Management & Inspection Services for Various Capital Improvement Projects, Including Federally Funded Projects.

\_\_\_\_\_  
Company Name / Contractor Date

By: \_\_\_\_\_

**NOTE: THIS COMPLETE ADDENDUM, SIGNED AND DATED MUST BE ATTACHED TO YOUR RESPONSE TO THIS RFP (AND WILL NOT COUNT TOWARDS THE PAGE LIMIT).**

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