



**CITY OF CORONA
ADMINISTRATIVE SERVICES DEPARTMENT
PURCHASING DIVISION**

April 27, 2017

SUBJECT: Request for Proposals (RFP) No. 17-051CA

**ADDENDUM No. 1
ON-CALL ENGINEERING AND PROFESSIONAL CONSULTING SERVICES**

This Addendum No. 1 to the subject Request for Proposals adds tasks to the Project Management and Plan Check Services Scope of Work and provides answers to questions received. The proposal due date and time remains unchanged.

All provisions of and attachments to this Addendum No. 1 are hereby incorporated by reference into the subject RFP. Participants shall account for all provisions pursuant to this Addendum No. 1 in submitting their proposals. Each participant shall acknowledge receipt of this Addendum in their Proposal in the spaces provided therein.

1. Scope of Work Additions:

Project Management – add the following:

- 25. Design submittal review
- 26. Constructability review

Plan Check Services – add the following:

- 16. Constructability review

2. Questions and Answers:

2.01 Question: “Since there is a 25 page limit in the instructions, can we add additional resumes in the appendix?”

Answer: Yes, additional resumes may be included in the appendix.

2.02 Question: “Since we plan to submit a proposal for the following 3-categories, (B) Project Management, (D) Construction Inspection Services, and (E) Construction Management and Support, do we need to submit three separate proposals or do we only submit one proposal that includes the aforementioned three categories?”

Answer: Yes, separate proposals **shall** be submitted for each type of service the Consultant wishes to be considered. Each proposal shall conform to the requirements stipulated in the RFP and will be evaluated in accordance with the RFP. The most qualified

consultants will be selected for each type of service. A consultant may be selected for multiple types of services, but only one contract and Purchase Order will be executed with the City for all services to be provided. The annual PO amount may vary with the number of services to be provided.

2.03 Question: “While it is clear from the RFP that firms can respond to one or any combination of the five identified categories, is it okay to submit qualifications for some select areas of expertise within a category? An example would be just the Structures scope of work within General Civil Engineering?”

Answer: Yes, firms may submit qualifications for select areas of expertise within a category. The proposal will be evaluated as stipulated in the RFP and the most qualified firms will be selected based on the future needs of the City.

2.04 Question: “Could you identify some specific projects for which consultant services under these contracts might be engaged? This would help prepare a better Work Plan and Approach for City’s needs?”

Answer: No, the City will not list specific projects that these proposals may be utilized for during the next several years. However, the City’s Adopted Capital Improvement Plan is available on the City’s website at the link provided below. These Annual On-call services may be utilized to support many of the projects included in the Capital Improvement Plan. These Annual On-call services may also be utilized to assist with the plan checking and inspection of land development projects.

<http://www.ci.corona.ca.us/City-Departments/Finance/Operating-and-Capital-Improvement-Budgets.aspx>

2.05 Question: “We are very interested in submitting a proposal for your on-call services. However, we wouldn’t be able to provide the services requested in Category B: “The Project Manager will act as an extension of the City’s staff and be available to perform project management duties from the Public Works office at City Hall.” Would this preclude our consideration for the other 4 Categories or can we submit on them and exclude Category B?”

Answer: Firms are not required to submit proposals on all categories. Consultants may identify those services they can provide and submit proposals for their select areas of expertise. Proposals will be evaluated in accordance with the RFP.

2.06 Question: “Does the City expect all services within General Engineering to be performed or should we include subconsultants for the specific services we do not have in-house?”

- Answer: Consultants may identify those services they can provide themselves and those services they would subcontract out including who those subconsultants would be. Each proposal will be evaluated as stipulated in the RFP.
- 2.07 Question: “Since there is a 25-page proposal limit, is it acceptable that a consulting firm submits separate proposals for each category (civil engineering, PM, plan check, construction inspection, construction management) we are proposing on, each with a 25-page limit.”
- Answer: Yes, separate proposals **shall** be submitted for each type of service the Consultant wishes to be considered. Each proposal shall conform to the requirements stipulated in the RFP and will be evaluated in accordance with the RFP. The most qualified consultants will be selected for each type of service. A consultant may be selected for multiple types of services, but only one contract and Purchase Order will be executed with the City for all services to be provided. The annual PO amount may vary with the number of services to be provided.
- 2.08 Question: “If we submit for multiple categories of professional services are we required to submit separate proposals for each category or can we submit one proposal with multiple categories?”
- Answer: Same answer as above. Yes, separate proposals **shall** be submitted for each type of service the Consultant wishes to be considered. Each proposal shall conform to the requirements stipulated in the RFP and will be evaluated in accordance with the RFP. The most qualified consultants will be selected for each type of service. A consultant may be selected for multiple types of services, but only one contract and Purchase Order will be executed with the City for all services to be provided. The annual PO amount may vary with the number of services to be provided.
- 2.09 Question: “Is the page count limited to 25 pages for each discipline or total proposal?”
- Answer: Each discipline needs to be submitted separately and is subject to the 25 page limit.
- 2.10 Question: “Our company provides *A. General Civil Engineering, B. Project Management, C. Plan Check Services, D. Construction Inspection, and E. Construction Management and Support*. Do you want a separate proposal for each discipline or all combined into one (1) proposal if we are interested in all categories?”
- Answer: Separate proposals are required for each discipline.

- 2.11 Question: “Is “Evidence of Insurance” included as part of the page count? In the RFP, it shows this after the appendices and not sure if it counts toward page limit.”
- Answer: Refer to the answer provided to Question 2.13 below.
- 2.12 Question: “Are resumes included in page count? With multiple disciplines sought after, this would use most of the page count by itself.”
- Answer: Refer to the answer provided to Question 2.13 below.
- 2.13 Question: “Can you please specify what ALL is included in the page count? With a double spaced requirement, 5-6 pages of forms required, all information requested, and possibly 5 disciplines to submit on, I am not sure how to fit that all in 25 pages”
- Answer: The following are included inside the 25-page limit:
- Cover Letter
 - Qualifications
 - Experience
 - References
 - Proposed Staffing and Organization Chart
 - Work Plan
 - Labor Rate Schedule
 - Exceptions/Deviations
- The following are considered outside the 25-page limit:
- Table of Contents
 - Section Dividers
 - Forms
 - Evidence of Insurance
 - Resumes
 - Professional Licenses Certifications
- 2.14 Question: “Are the forms included in the page count?”
- Answer: No
- 2.15 Question: “Can the resumes be included in the Appendix?”
- Answer: Yes
- 2.16 Question: “Please clarify if the Table of Contents can be excluded from the page count.”
- Answer: Refer to the answer provided to Question 2.13.
- 2.17 Question: “Are resumes excluded from the 25 page limit?”

- Answer: Yes.
- 2.18 Question: “Do we include resumes in the appendix or as part of section B. Proposed Staffing and Project Organization?”
- Answer: Refer to the answer provided to Question 2.13.
- 2.19 Question: “Are separate proposals required for each category/discipline or can separate categories be addressed with one proposal? If one proposal is allowed, can the page limit be extended for each service category included?”
- Answer: Separate proposals are required for each discipline.
- 2.20 Question: “Can section divider sheets be excluded from the page count?”
- Answer: Yes
- 2.21 Question: “Can forms be placed in the Appendices and excluded from the page count?”
- Answer: Yes
- 2.22 Question: “Can resumes be placed in the Appendices and excluded from the overall page count?”
- Answer: Yes
- 2.23 Question: “Are copies of proposed Professional Engineer and other relevant licenses required to be submitted with the proposal? If yes, can they be placed in the Appendices and excluded from the page count?”
- Answer: Yes and they may be placed in the Appendices
- 2.24 Question: “Can the org chart be in 11 x 17 format? If so, would it be counted as one page?”
- Answer: Yes
- 2.25 Question: “For the Project Management category on p.3-5 of 10 of the RFP, can we propose on and submit staff for just the “Capital Improvement Project Tasks” or do we also have to propose on and submit staff for the “Land Development Tasks” as well?”
- Answer: Provide a responsive proposal for either task, or both tasks, based on qualifications.
- 2.26 Question: “Please clarify whether winning a contract for this pursuit would create a potential conflict of interest on any future construction management contracts that the City would be administering.”

Answer: Selection for the On-Call Engineering and Professional Consulting Services contract does not create a potential conflict of interest for future construction management contracts. A firm could prepare a design and perform construction management services without creating a conflict of interest. Work performed by a consultant which leads to selection of a consultant for additional work, such as preparing a request for proposal for additional services, could create a potential conflict of interest.

2.27 Question: “Section IV. Scope of Work, on Page 9, E. Construction Management and Support – it states that “Consultant shall provide qualified inspectors with significant experience in construction inspection of work typical for water, water reclamation, sewer, and electrical facilities construction.” Does this category include both construction managers and inspectors, or should category E only include Construction Managers?”

Answer: It should refer to construction managers since it is in the construction manager’s task.

2.28 Question: “Is this a complete list of possible project types?”

Answer: The City cannot provide a complete list of possible project types. However, the City’s Adopted Capital Improvement Plan is available on the City’s website at the link provided below. These Annual On-call services may be utilized to support many of the projects included in the Capital Improvement Plan. These Annual On-call services may also be utilized to assist with the plan checking and inspection of land development projects.

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