

City of Benicia - RFQ for On Call Planning Services Addendum September 11, 2020

Section 4.2 of the RFQ (p.5) is revised as follows:

4.1 Distribution List

Potential respondents ~~should~~ may hand deliver or return mail, email, or other courier service Acknowledgment of Receipt of RFQ Form (“Acknowledgment of RFQ”) attached as Exhibit C to this RFQ to have their names placed on the Distribution List for this RFQ, which will be used for the distribution of any and all notices issued by City. Potential respondents are therefore encouraged to return the Acknowledgment of RFQ as soon as possible. However, it remains Respondent’s sole responsibility to ensure that Respondent has obtained all Addenda.

Section 4.4 of the RFQ (p.5) is revised as follows:

4.4 Acknowledgment of Receipt of Addendum

Each Respondent is responsible to inquire as to the Addendum/Addenda issued by City. All Addenda shall become part of this RFQ, and all Respondents shall be bound by such Addenda, whether or not received by Respondent. ~~Each Respondent must sign any Acknowledgment of Addendum Form (“Acknowledgment”) included as an attachment to any Addendum and return the Acknowledgment with their Proposal Form. Failure to return the Acknowledgment shall constitute a presumption of withdrawal from the qualification process and the potential Respondent’s name shall be removed from the Distribution List.~~

Section 5.1.1 is revised as follows:

5.1.1 Proposal Organization

Each Proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated. Any Proposal that does not conform to these minimum requirements may be deemed non-responsive and rejected on that basis, in City’s sole discretion.

Section 1: Proposal Summary

- Title Page
- ~~Proposal Organization Checklist~~
- Transmittal Letter
- Executive Summary
- Consultant Qualifications and Experience
- Consultant Client References
- Proposal

Section 2: Financial Information

- ~~Financial Statements~~
- Claims and litigation history
- Letter from insurance broker or proof of insurance

Section 3: Response Forms

- Proposal Authorization
- ~~Acknowledgment of Addendum Form(s)~~
- Acceptance of Form of Professional Services Agreement, including any proposed modifications

Section 4: Discretionary Supplemental Materials

Explanation of relevancy of discretionary supplementary materials
Any desired materials

Section 5.2 is revised as follows:

5.2 Proposal Submittal

5.2.1 Proposal Due Date

Respondents must submit the proposal, including all attachments with original or electronic signatures, by 4:00 p.m. on September 21, 2020. Proposals shall be submitted via dropbox to www.ci.benicia.ca.us/planningsubmittals.

~~In addition, Respondents may opt to submit four (4) identical numbered copies of each Proposal, including all attachments (except that there need be only 1 copy of the financial statements), each with original signatures, in a sealed envelope marked "RFQ for Benicia On-Call Planning Services" and an electronic copy of the proposal submitted via dropbox to www.ci.benicia.ca.us/planningsubmittals.~~

~~Sealed Proposals will be received at City Hall until the hour of 4:00 p.m. [as determined by the clock on the wall at City Hall's reception], on **September 21, 2020**.~~

5.2.2 Proposal Delivery

~~Proposals that are not received by 4:00 p.m. on September 21, 2020 will be considered late. Electronic proposals shall be submitted in PDF format via dropbox to www.ci.benicia.ca.us/planningsubmittals. Hard copy submittals may be submitted by U.S. Mail, hand delivery or other courier service. All Proposals must be submitted on 8½" x 11" paper in vertically bound form, either loose-leaf, spiral, or comb-bound, with tabbed section headings clearly labeled in the format described in this RFQ. Larger paper, 11" x 17" preferred, is permissible only for plans, charts, spreadsheets and other exhibits. Proposals shall be submitted by hand delivery, U.S. Mail or other courier service. Proposals sent by U.S. Mail that do not arrive to the Project Manager by the time specified in Section 5.2.1 will be considered late, even if they were received by the Project Manager's mail distribution center on time. Facsimile transmissions will not be accepted.~~

The Project Manager or its delegate will be responsible for determination if a Proposal is received on time. That decision will be final and no further consideration of late Proposals will be given. Any late Proposals will be returned unopened to the Respondent only upon request.

The written Proposal shall be considered the legal response. City may consider but is not obligated to provide an electronic copy version of this RFQ.

Proposals may not be amended after submission.

Questions and Responses

Question: On page 5, under Section 1: Proposal Summary, does “Proposal” stand for the Pricing Proposal?

Answer: The proposal encompasses all elements of the response to the RFQ as listed in Section 5.1.1.

Question: What is the “proposal organization checklist” as mentioned on page 5?

Answer: Please disregard this reference and refer to the organization list in Section 5.1.1.

Question: Page 7: Pricing Proposal section suggests that only those firms offered interviews will need to provide a pricing proposal. Should we submit our standard rates with our qualifications package in a separate, sealed envelope?

Answer: Only those firms offered interviews will need to submit pricing. We are requesting only standard rates as specified in the RFQ, recognizing that the total cost will vary depending on the project that is presented for on-call services.

Question: Page 7: In lieu of fax numbers, could we include email addresses? Currently no one is in the office to receive faxes if they are sent.

Answer: Yes, email addresses are acceptable.

Question: Page 7: To demonstrate professional registrations (such as AICP), could we include current CM logs since AICP no longer sends certification letters to its members?

Answer: Yes, this is acceptable.

Question: Page 7: Instead of listing “all of the partners” who will participate in Services, can we list Principals or Shareholders?

Answer: We recognize that staffing may change during the course of a five-year contract. To the extent feasible, provide qualifications of those key individuals who will manage and complete work (may include Principals, Senior Associates, Associates, etc.). Selected firms may be required to provide an updated list of staff.

Question: The Pricing Proposal is included under the Proposal Format section in 5.1.7 (p.7); however, it is unclear whether this will be a required portion of the submitted proposal or if it will only be requested from respondents who are offered interviews by the City.

Answer: This information is requested for Respondents who will be offered interviews only.

Question: Page 9: For the “original signatures,” could those be electronic since our corporate officers and staff are working from home?

Answer: Yes.

Question: Page 9: Is it possible to submit our qualifications electronically rather than four hardcopies with original signatures?

Answer: Yes.

Question: Regarding financial information, the RFP notes that “the respondent is required to demonstrate that it is financially qualified to undertake the Services defined by the RFQ. To be considered qualified, the City may request from the respondent...audited and/or reviewed financial statements for the most recently completed three fiscal years.” As financial information is considered highly sensitive, we are concerned about sharing this information within a proposal that will eventually become public information. Are respondents required to supply such financial information in their proposals, or will respondents only need to submit such information if the City separately requests it?

Answer: The City is not requesting such information at this time.

Question: Also, for 5.1.12 Financial and Related Information, please clarify if the RFQ is asking for 3 years of financial statements included in the submittal or only for the consultant to be prepared to provide if requested by the City at a later date.

Answer: This information is not required at this time.

Question: Page 13: Automobile liability insurance is \$2m; however this is uncommon for professional services firms. Would the City agree to \$1m, our standard coverage?

Answer: Yes

Question: In light of the current statewide shelter in place order, will the City consider email submission of SOQs in lieu of hard copies?

Answer: Yes