



On-Call Consultant Services: Architecture and Urban Design, Landscape Architecture, Urban Economics, Urban Planning and Policy.

Responses to Questions
April 12, 2021

- 1. Will the statement of qualifications cover, table of content, and section tab sheets be included as part of the page count?**

No.

- 2. Section C Minimum Qualifications, Item A, states that consultants shall have a minimum of four (4) years of experience. Can firms less than four years old apply as long as the owner has more than four (4) years of satisfactory experience?**

If a firm does not meet the minimum four (4) years of satisfactory work experience, the owner and/or principal of the firm shall have at least ten (10) years of satisfactory experience to be considered for this RFQ.

- 3. Please clarify "identifying the applicable sub-area(s) of interest". We would list all letters listed under each sub-area we have interest in?**

Yes, please clearly identify the sub-areas you would like to be considered for (Sub-Area 1, Sub-Area 2, Sub-Area 3 and/or Sub-Area 4). If applicable, please note if there are any specific services under a sub-area that you would not like to be considered for.

- 4. Will the proposal evaluation weigh equally all criteria being considered?**

The evaluation criteria will be weighed based on the specific sub-area(s) the firm is being considered for. Generally, criteria 6a (Consultant/Firm experience and demonstrated ability to deliver high quality, innovative work relevant to the identified sub-areas of interest) and criteria 6b (Staff expertise and demonstrated accomplishment identified in the sub-areas of interest) will be weighed more heavily.

- 5. Are reference contact information or letters from reference required for the reference?**

Please provide contact information for each reference. Letters from references are not required.

6. **Is there a minimum or maximum number of projects our firm may submit as long the response remains at or below the 15-page maximum length?**

No.

7. **Will proposal front/back covers and responses to Section E. Item 6. Sample Basic Contract (any deviation or modification of the contract language) be included towards the 15-double sided pages page limit?**

Any proposed changes to the sample contract may be included as an attachment, outside of the 15-double sided page limit.

8. **The RFQ states: As of the submission deadline, the firm or entity shall be required with the California Secretary of State and be in good standing. I have a sole proprietorship and registration with the Department of State is not required. Will my response to the RFQ be accepted?**

Yes.

9. **If we are applying for multiple service areas, should we distinguish which of our qualifications (team members and projects) correspond to each service area?**

Yes.

10. **Are we required to include our standard hourly rates with our proposal?**

Yes.

11. **Can you please confirm that the cumulative compensation for all projects cannot exceed \$75,000 on an annual basis per bench contract, is accurate?**

Yes, the total compensation for all projects cannot exceed \$75,000 on an annual basis per bench contract.

12. **Submission requirements (D), Proposal Evaluation (Section 6.d), says that "Submitted proposals shall be evaluated using the following criteria: . . . Fee Schedule (standard hourly rates and/or blend rate)." However, it doesn't appear that rates are to be included with the proposal. Additionally, it says in Section A that the City will negotiate "a scope and fee for the specific work tasks." Can you clarify what fee information is requested at this time?**

Please provide your standard hourly rates and/or blend rates as part of the submission.

13. Can you please confirm that the 15 double-sided (30 single-sided pages) page limit excludes covers, table of contents and any appendices? Additionally, are there are any other format restrictions, such as page or font size?

The 15 double-sided page limit excludes covers, section tab sheets, and table of contents; however, staff resumes shall be included and can be abbreviated to only include qualifications relevant to the sub-area(s) indicated in the proposal.

Additionally, any proposed changes to the sample agreement for services should be included as an attachment and will not count towards the 15 double-sided page limit.

Proposals should be in 8.5in x 11in format. Font should be legible and be a minimum of 11pt.

14. Does doing any preliminary design or planning work for projects under this contract preclude the team/firm from subsequent design services for those projects?

No.

15. The Notice-RFQ states to submit printed and electronic proposals. The RFQ itself under E) Proposal Delivery that only electronic uploads to PlanetBids will be accepted. Please confirm that only electronic proposals are accepted and to be uploaded to PlanetBids and that no hard copies are required.

No hard copies are required. Proposals shall only be submitted electronically through PlanetBids.

16. Will the City allow bidders to submit for just one area of services?

Yes, please clearly indicate in your proposal which sub-area for which you would like to be considered.