



COMMUNITY DEVELOPMENT DEPARTMENT
750 BELLEVUE ROAD
ATWATER, CA 95301
(209) 357-6329

April 20, 2023

ADDENDUM No. 1 Responses to RFI's

PROJECT: REQUESTS FOR QUALIFICATIONS FOR ON-CALL PROFESSIONAL ENGINEERING SERVICES FOR STATE AND FEDERALLY FUNDED PROJECTS.

Addendum No. 1 is being issued to the Notice to Proposers, for the **Requests for Qualifications for On-Call Professional Engineering Services for State and Federally Funded Projects**. State of Qualification submittals are due to be submitted by Thursday, May 4, 2023 at 2:00 P.M. in the City of Atwater Council Chamber, at 750 Bellevue Road, Atwater, CA 95301

The following questions 1 through 9 were received from prospective respondents:

1. Can we use a digital signature instead of using of wet signature when signing the letter?
 - **Answer: Yes, this is acceptable for submittal purposes. If awarded an On-Call Agreement wet signature will be required.**
2. The RFP states, "The City will only consider submittals from consultants that demonstrate they have successfully completed comparable projects." If we have successful on-call contracts that are still ongoing but we have completed projects under the contract, can we use those projects?
 - **Answer: Yes, this is acceptable for demonstration of comparable projects.**
3. In the RFP it states "Submittal Requirements - SOQ's shall contain the following information in the order listed: Consultant Information, Qualifications, & Experience, Organization and Approach, Conflict of Interest Statement, Litigation, Contract Agreement, Federal-Aid Provisions, Cost Proposal, Current Workload, and Past Work Performance with the City. In the Evaluation Criteria the items are outlined differently. Please clarify if we are supposed to follow the order in Submittal Requirements or in the Evaluation Criteria

- **Answer: The Submittal Requirements and the Evaluation Criteria are the same requirements; however, the Evaluation Criteria has the requested items out of order. Submitters are to follow the Submittal Requirements section.**
4. If we are to follow the outline in Submittal Requirements, can you please clarify what section you want the Staff Availability, Familiarity with State & Federal Procedures?
- **Answer: Submitters are to follow the Submittal Requirements section. Staff Availability, Familiarity with State and Federal Provisions will be submitted under the Consultant Information, Qualifications & Experience Section.**
5. Submittal requirement 7 “Federal-Aid Provisions” indicates to include forms that contain sensitive cost and corporate information. These forms are typically included in the separate sealed cost proposal for these reasons. Please confirm it is acceptable to move some of the requested forms from Item 7 “Federal-Aid Provisions” to requirement 8 “Cost Proposal”.
- **Answer: Anything related to the Cost Proposal shall be submitted to the City in a separate sealed packaged.**
6. Will the City consider reducing the Professional Liability tail coverage to three years or less to reduce the potential for risk being a barrier to entry for smaller and DBE firms not performing design services?
- **Answer: If selected this can be discussed during negotiations**
7. The RFQ includes LAPM Exhibits 10-A, 10-H1, and 10-K. Exhibit 10-H1 was removed from the LAPM, and forms 10-A and 10-K were replaced with forms managed by the Independent Office of Audits & Investigations (IOAI). Refer to <https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/ob/2022/ob22-06.pdf> for additional information. Can you confirm we are still to submit the forms attached to the RFQ, or should they be updated with the new forms?
- **Answer: Exhibits 10-H1/2 and Exhibit 10-A are retired. Consultants will use new forms that are identified online through the Independent Office of Audits & Investigations (IOAI). Please refer to IOAI website: <https://ig.dot.ca.gov/resources>**
8. Form 10-A (now the IOAI “Financial Document Request Form”) appears to be something filled out by the Local Public Agency. Additionally, it requests contract values and ICR Acceptance ID’s. Does this form still need to be submitted with the SOQ? If it is, can you provide guidance on what we should indicate as the ICR Acceptance ID and contract value?
- **Answer: Exhibit 10-A is retired. Indirect Cost Rates are approved through IOAI. Please visit <https://ig.dot.ca.gov/resources/instructions-fdr-icr> for reference.**
 - **When submitting use the FDR form: https://ig.dot.ca.gov/-/media/ig-media/documents/fdr/ig_fdr_request_form.pdf**

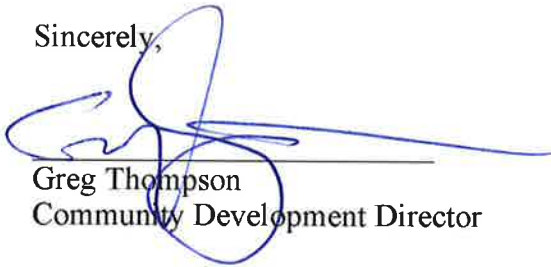
9. On Page 31, under Submittal Requirements, Section 7. Federal Aid Provisions requires a "Sample Cost Proposal (LAPM 10-H1)." As we understand, 10-H1 forms are generally used for specific projects, and 10-H2 forms are generally used for On-Call contracts. Would the City prefer we submit a 10-H2 instead of a 10-H1?

- **Answer: Exhibits 10-H1 and 10-H2 have been retired. Please use the Sample Cost Proposal 1- For Contracts with Cost-Plus-Fixed Fee or Lump Sum**
<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/ae/files/sample-cost-proposal-1-for-contracts-with-cost-plus-fixed-fee-or-lump-sum.pdf>

Signatures on following page.

IF YOU SUBMIT A PROPOSAL, A SIGNED COPY OF THIS ADDENDUM No. 1 MUST BE ATTACHED THERETO.

Sincerely,



Greg Thompson
Community Development Director

Contractor _____

Signature _____

Date _____

