City of Atwater

October 17, 2023

ADDENDUM NO. 1
RESPONSES TO RFI's

PROJECT: **REQUESTS FOR QUALIFICATIONS FOR ON-CALL PROFESSIONAL SERVICES FOR CIVIL ENGINEERING, TRAFFIC ENGINEERING, GEOTECHNICAL, AND CONSTRUCTION INSPECTION/TESTING.**

Addendum No. 1 is being issued to the Notice to Proposers, for the **Requests for Qualifications for On-Call Professional Services for Civil Engineering, Traffic Engineering, Geotechnical, and Construction Inspection/Testing.** Statement of Qualification submittals are due to be submitted by Thursday, October 26, 2023 at 2:00 P.M. in the City of Atwater, City Clerk Department 1160 5th Street Atwater, CA 95301.

The following questions 1 through 12 were received from prospective respondents:

1. Can the SOQ document be submitted as only an electronic submittal or are hard copies required for a responsive SOQ?

    o **Answer: Potential respondents are required to submit 4 hard copies to 1160 5th street, Atwater, CA 95301. Additionally, respondents shall submit an electronic copy to the city at the following email jmartin@atwater.org. The electronic copy can also be submitted as a USB Flash Drive or on any other file transfer platform.**

2. Is the intent for this service to be more of a construction Management Role, or Special Inspections and Material Testing?

    o **Answer: The task orders for this On-call Agreement are currently to be determined. However, the city desires respondents from both construction management and special Inspections material testing.**

3. Shall both the SOQ and fee schedule be submitted electronically and mailed in?
   - **Answer: The SOQ document must be mailed in. However, the rate schedule can be submitted solely as an electronic document.**

4. If a consultant is submitting as a prime would it be a conflict of interest to serve as a sub on another consultants proposal?

   - **Answer: No, a consultant can submit as both a prime and a sub-consultant.**

5. Is it acceptable to include a cover sheet, table of contents, and dividers in addition to the pages of content allowed?

   - **Answer: Cover Sheets, table of contents, dividers, and resumes will not be counted toward the page limit total.**

6. The RFP Submittal requirements indicate that the page limits do not apply to any forms required under the RFP. Are any forms required, or does the reference just apply to redlines (if any) to the standard insurance and contract?

   - **Answer: The page limits do not apply to forms such as Fee schedule or sample contract.**

7. Please clarify if the relevant project experience and references are categorized separately or if they are combined into one comprehensive set?

   - **Answer: Relevant experience can be listed in one comprehensive set. The consultant can clarify via labels/dividers to specify the relevant project experience.**

8. Confirm the city is looking for inspections and testing services, not construction management services?

   - **Answer: The city is currently seeking the services as listed in the RFQ**

9. Does our firm need to provide all the services listed under a specific category? If so, are we to use subconsultants for services we cannot provide?

   - **Answer: Services under a specific category that cannot be performed by the prime may use a sub-consultant to perform the work.**

10. Can our firm add sub-consultants during the Request for Proposal stage since there is no specific project associated with the RFQ?

    - **Answer: Sub-Consultants can be added at the time of Request for proposal.**

11. Are we able to hand deliver the proposal as opposed to mailing the proposal?
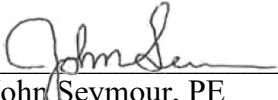
  o **Answer: Yes.**
12. Should the fee schedule be a Standard Fee Schedule, a Caltrans 10-H2 or both?

  o **Answer: Caltrans 10-H2 has been replaced with the Sample cost proposal, for purposes of this SOQ either Fee Schedule is acceptable.**

Signatures on following page.

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

Sincerely,

John Seymour, PE
City Engineer

Contractor _____

Signature _____

Date   _____