



June 3, 2025

ADDENDUM NO. 1

Addendum No. 1 is being issued to the Notice to Proposers, for the **Request for Proposals for City Engineering Staff Augmentation Services** Request for Proposal submittals are due to be submitted by Friday, June 6, 2025, at 4:00 P.M. in the City of Atwater City Clerk's Office at 1160 Fifth St., Atwater, CA 95301.

The following responses address all questions received from perspective proposers by the deadline to submit proposal inquiries.

1. *Can we submit a proposal via email?*

Answer: The original signed proposal and **three** (3) duplicates are to be submitted in sealed packages with the name of the Consultant and RFP title clearly marked on the outside of the package. The Proposal shall be received by the Assistant City Clerk of the City of Atwater by 4:00 PM on Friday, June 6, 2025, for a proposal to be considered. Proposals submitted by email are not accepted in lieu of the method listed above. An electronic submittal may be sent in addition to the method listed above.

2. *What would be the number of awards you intend to give (approximate number)?*

Answer: One proposal will be chosen.

3. *What are the estimated funds that are estimated to be allocated for this contract?*

Answer: Enterprise Funds, General Fund

4. *What is the tentative start date of this engagement?*

Answer: The contract award will go before the City Council on June 23, 2025, and start dates will coincide with the award of the contract. The ideal target start date is July 1, 2025.

5. *What is the work location of the proposed candidates?*

Answer: Worksite location is 1350 Broadway Ave., Atwater, CA 95301 and as needed off site meetings at various locations to be determined.

6. *Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?*

Answer: Yes, there is an incumbent, these details are not necessary to the RFP.

7. *Are there any pain points or issues with the current vendor(s)?*

Answer: No

8. *Could you please share the previous spending on this contract, if any?*

Answer: Approximately \$360,000 in Fiscal Year 24/25, but this includes planning services, which are not part of this RFP. The estimated amount for only engineering services in Fiscal Year 24/25 is approximately \$240,000.

9. *Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?*

Answer: No

10. *How many positions were used in the previous contract (approximate)?*

Answer: This was dependent on the needs of the City at the time and it varied depending on the project.

11. *How many positions will be required per year or throughout the contract term?*

Answer: The consultant will have to have enough staff to meet the scope of services detailed in the RFP.

12. *If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could vendors replace them with equally qualified resources?*

Answer: The City needs to have a candidate that is ready to provide qualified resources.

13. *Can we provide hourly rate ranges in the price proposal?*

Answer: Yes

14. *Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?*

Answer: Mostly onsite, occasional remote work may be approved.

15. *Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?*

Answer: Yes and submit current resumes.

16. *Could you please provide the list of holidays?*

Answer: January 1st, Martin Luther King's Day, President's Day, Memorial Day, June 19th, July 4th, Labor Day, Veteran's Day, Thanksgiving, Day After Thanksgiving, Christmas Eve, Christmas Day, December 31st

17. *Are there any mandated Paid Time Off, Vacation, etc.?*

Answer: No, this is not provided by the City.

18. *Since this is to provide staff augmentation as needed, will a schedule of fees be acceptable?*

Answer: Yes

19. *Is the City inviting consultants to respond with a "Proposal" or a "Statement of Qualifications (SOQ)?"*

Answer: Request for Proposal as specified.

20. *Should anticipated hours of service of each individual be omitted from the response? Or, has the City identified a specific task or project that can be used to determine the amount of hours necessary to complete it?*

Answer: The specific task is staff augmentation for City Engineering Services.

21. *Is it the City's intention to simply obtain a rate schedule showing staff titles and hourly rates instead of a "fee proposal which delineates tasks, hours and cost for all staff working on the project"?*

Answer: The City's intention is to have a rate schedule provided for staff augmentation.

22. *Should cost proposals and/or rate schedules be submitted in separate sealed envelopes?*

Answer: Yes

23. *Please clarify the number of copies of the proposal to be submitted. Is it four or (3)?*

Answer: Four, including the original signed copy.


Chris Hoem, City Manager