

## RFQ

### AS NEEDED ON-CALL PLANNING AND ENVIRONMENTAL SERVICES

#### QUESTIONS & RESPONSES

1. Question:

Can firms submit on some of the services on section 2. Scope of Services (page 7) and not all the ones listed?

Response: Yes. Being on the list of on-calls means the City would be sending a project's RFP/SOW to that list and you chose if you want to bid on it or not.

2. Question:

The RFQ seeks assistance with both staff planning services and environmental services. Is it possible for a firm that specializes in environmental compliance to respond to only that portion of Scope of Work described in the RFQ, or are you seeking a single firm (or team) that possesses all of the required competencies to both assist in planning staff extension services and CEQA related services on an as-needed basis?

Response: The preference would be a team, but one firm could qualify for a subset of services.

3. Question:

What percentage of the anticipated workload would be for planning related services (versus CEQA and technical services)?

Response: It would depend on the project.

4. Question:

Does the City hold current contracts with planning staff augmentation firms and if so, which firms are you currently utilizing?

Response: Yes, 4LEAF.

5. Question:

Which firms are on the City's current list of qualified environmental consultants?

Response: The City does not have a list of qualified environmental consultants.

6. Question:

When the firm or firms are selected for this contract, how will the CEQA process for developer/applicant-driven projects be handled? Will there be any opportunity for an applicant to select a firm that is not on your qualified list to prepare specific studies?

Response: The firm would only be doing work for the City. A developer/applicant would need to hire their own environmental services. The City's firm "could" review those documents produced by the developers team.

7. Question:

Does the City have a set number of hours per week (or number of FTE staff per year) that they anticipate utilizing for the planning services component of the solicitation?

Response: On a by project basis.

8. Question:

On page 6 of the RFQ under 3.2 Proposal Format it states:

"Proposals must be structured, presented, and labeled in the following manner:

- Cover Letter.
- Table of Contents.
- Section 1 – Executive Summary.
- Section 2 – Qualifications and Experience.
- Section 3 – Resume.
- Section 4 – References.
- Section 5 – Proposed Services.
- Section 6 – Schedule of Rates and Fees."

However, in the outline following (Items 3.4 to 3.7) it provides different information for what needs to be included. **QUESTION:** Can you clarify which list of sections we are to include, and what should be the content of each? [and because getting the answer to this will shape our entire submittal, would it be possible for Questions to be answered sooner than April 4<sup>th</sup>?]

Response: Please follow the format below. The description of each is included on pages 6 – 7 of the RFQ.

- Cover letter
- Transmittal Letter
- Title Page/Table of Contents
- Section 1 – Executive Summary
- Section 2 – Firm Qualifications and Experience (Qualifications and Experience)

- Section 3 – Staff Qualifications and Experience (Resume)
- Section 4 – Similar Engagements with other Government Entities (References)
- Section 5 – Proposed Services
- Section 6 – Schedule of Rates and Fees

9. Question:

On page 7 of the RFQ under 3.6 Section 3 – Staff Qualifications and Experience it states: “Provide the names, title, and qualifications (**as demonstrated through resumes**) of the proposed project manager, support staff, and subcontractors who will be conducting the work on these services, including their experience and projects in which they had “hands on” responsibility and length of time with the firm. ... The Qualifications and Experience section should not exceed three pages.” [emphasis added] **QUESTION:** Since this section is limited to three pages, would it be acceptable to include tailored brief bios for the listed staff in the 3-page Section 3, and include the resumes in an Appendix?

Response: Yes, please include resumes in the appendix.

10. Question:

On page 5 of the RFQ, the 4<sup>th</sup> bullet under 2. Scope of Services, it references the need for “cultural” resources. **QUESTION:** Would this include paleontological, and would it include historic resources?

Response: Yes.

11. Question:

Are all prospective bidders’ Are all prospective bidders’ questions being shared with all prospective bidders? Or does each bidder receive only the answers to the questions they asked?

Response: Staff will send all the questions and answers anonymously to everyone.

12. Question:

Is there any possibility that Answers will be provided sooner than April 4<sup>th</sup> to allow time for us to organize and complete our response document?

Response: N/A

13. Question:

Does the following requirement in the RFQ apply to just the prime or the prime and their subconsultants:

3.7 Section 4 – Similar Engagements with other Government Entities  
Provide a list of planning and environmental services provided to other California public agencies (minimum five (5) cities, with populations between 50,000 and 200,000).

Response: Please provide for the prime and their subconsultants.

14. Question:

Can you please provide clarification if this proposal submittal can be electronic (via e-mail) or must be printed hard copies? The Notice inviting Qualifications says e-mail submittals are sufficient, but the RFQ make it seem as though they must be printed with 1 original copy and 3 others.

Response: Please refer to page 4:

“Proposals must be submitted no later than April 11, 2025, at 12:00 pm. Proposers assume the risk of the method of delivery chosen. The City assumes no responsibility for delays caused by any delivery service. A proposer's failure to submit a Proposal before the deadline may cause the Proposal to be disqualified. Postmarks will not be accepted as proof of receipt. Proposals received after this time and date may be returned unopened. If any portion of this RFQ is excluded, the proposer must clearly indicate such exclusions with their Proposal. Proposers must submit its Proposal in a sealed package as follows: One (1) original, signed master RFQ Response. Three (3) printed copies of the RFQ Response.”

**We expect the email copies to be received on April 11, 2025, by 12:00 pm followed by hard copies.**

15. Question:

Per the RFQ 3.6 Section 3 - Staff Qualifications and Experience (on **page 7**), it states this section should be limited to 3 pages. We would like to clarify if this statement was intended for staff qualifications and experience, or was it intended for 3.5 Section 2 - Firm Qualifications and Experience. Alternatively, would the City like us to include full resumes in the appendix?

Response: Please include full resumes in the appendix. It should the follow: Section 2 – Firm Qualifications and Experience (Qualifications and Experience) and Section 3 – Staff

Qualifications and Experience (Resume). Please refer to the descriptions included on pages 6 – 7 in the RFQ.

**16. Question:**

Per the RFQ 3.2 Proposal Format (**page 6**) states that 'Section 1' is an 'Executive Summary', but in 3.4 it states, 'Section 1' is 'Title Page and Table of Contents'. Can the City please confirm if Section 1 is intended to be an Executive Summary or a Title Page?

**Response:** Please follow the format below. The description of each is included on pages 6 – 7 of the RFQ.

- Cover letter
- Transmittal Letter
- Title Page/Table of Contents
- Section 1 – Executive Summary
- Section 2 – Firm Qualifications and Experience (Qualifications and Experience)
- Section 3 – Staff Qualifications and Experience (Resume)
- Section 4 – Similar Engagements with other Government Entities (References)
- Section 5 – Proposed Services
- Section 6 – Schedule of Rates and Fees

**17. Question:**

Section 3.2 states that proposals must be structured, presented, and labeled in the following manner...The format then listed differs from the format and content provided for 3.3 through 3.9. For example, there is no Executive Summary, References is titled differently, etc. Are we okay to skip the Executive Summary as much of that information will be provided in the Cover Letter/Transmittal Letter and can we label as done in sections 3.3 through 3.9?

**Response:** Please follow the format below. The description of each is included on pages 6 – 7 of the RFQ.

- Cover letter
- Transmittal Letter
- Title Page/Table of Contents
- Section 1 – Executive Summary
- Section 2 – Firm Qualifications and Experience (Qualifications and Experience)
- Section 3 – Staff Qualifications and Experience (Resume)
- Section 4 – Similar Engagements with other Government Entities (References)
- Section 5 – Proposed Services
- Section 6 – Schedule of Rates and Fees

18. Question:

Section 3.6 is limited to three pages, but the first sentence requests resumes "(as demonstrated through resumes)." Can the resumes be an attachment to the proposal so we can stay within the three-page limit?

Response: Please include resumes in the appendix.

19. Question:

**Acceptance of Electronic Signatures (page 4; Section 1.8 Proposal Submittal)**

Can you confirm whether electronic signatures are considered valid and accepted as original signatures for submission purposes? Additionally, are there any specific documents that require a wet-ink signature?

Response: Electronic signatures suffice and there are no specific documents that require a wet signature.

20. Question:

**Consistency in Section Titles and Content Order (page 6; 3.2 Proposal Format)**

The RFQ references the same content under different section titles (e.g., "Resumes" vs. "Staff Qualifications"). Can you clarify whether these terms are interchangeable and if there is a preferred terminology or format that should be followed for submission?

Response: The terms are interchangeable.

21. Question:

**Inclusion of Resumes in Page Limit (page 7; 3.6 Staff Qualifications and Experience)**

The RFQ states that the "Qualifications and Experience" section should not exceed three pages while also requiring resumes for key personnel. Can you confirm whether resumes are to be included within the three-page limit, or if they can be provided as separate attachments?

Response: Please keep to the three-page limit and include the resumes in the appendix.

22. Question:

Is the City considering multiple firms or a single firm to be awarded this contract?

Response: N/A.

23. Question:

What would be the contract term and amount or range?

Response: The amount depends on a project-by-project basis. The contract term will be 5 years(year 1 and 4 optional years). However, there will be task orders with different timelines.

24. Question:

What types of projects are anticipated to be part of this project?

Response: It will be on a project-by-project basis but could include adjunct staff support, long range, current, and environmental planning projects. Please refer to Section 2. Scope of Services on page 5.

25. Question:

Is there a contract duration for this assignment?

Response: The contract term will be 5 years (year 1 and 4 optional years).

26. Question:

The Staff Qualifications and Experience section (including resumes) are limited to three pages. So we would only have room for a table. Can we include full page resumes in an Appendix?

Response: Please keep to the three-page limit and include resumes in the appendix.

27. Question:

Would you prefer that we note our requested adjustments as exceptions in our proposal submission for Attachment A?

Response: Yes.