June 19, 2018

SUBJECT: RFP 18-047: Engineering, Technical Support Services

The following changes/clarifications have made to the above Request for Proposal (RFP):

QUESTIONS/ANSWERS

QUESTION #1:
So we are working on consistent job descriptions/definitions for the requested positions, can we assume the job descriptions for these position match the job descriptions found on the City of Santa Ana website?

ANSWER:
Yes, where titles are the same.

QUESTION #2:
Can we assume the CADD designer positon is equivalent to the Engineering Aide Position? the posted job description for Engineering Aide strongly mention CAD support? If not, any other suggestions on what can be used for a definition?

ANSWER:
For the purposes of this proposal: CADD Designer position would be equivalent to City’s Engineering Aide position.

QUESTION #3:
On the City website, there are no job description for the Project Engineer position. Can we assume a Project Engineer is equivalent to Senior Assistant Engineer? If not, any other suggestions on what can be used for a definition?

ANSWER:
For the purposes of this proposal: Project Engineer position would be equivalent to City’s Assistant Engineer II position.
QUESTION #4:  
Can the City provide a duties and responsibilities of a Map Checker?

ANSWER:  
Under the direction of a Professional Land Surveyor, this position would perform tasks including: technical review of subdivision maps for compliance with Subdivision Map Act and Santa Ana Municipal Code, review property boundary legal descriptions for grant deeds and easements, review CC&Rs, perform boundary analysis, and research historical and official records. Duties could also include comparison of development requirements and improvement plans and communication with surveyors and developers to provide resolution to subdivision and boundary issues and discrepancies.

QUESTION #5:
In Section 3 (Submittal Requirements), Sub Section B (Proposal Contents), Part 1 (Statement of Qualifications), Sub Part C (Firm and Team Experience), the City requests a “percentage of each individual’s time devoted to this project.” This section may not to be relevant for this service. Will the City be willing to consider omitting it from proposal requirements?

ANSWER:
Provide availability information on the project manager/principal agent and supporting associate(s) as noted in the Request for Proposal.

QUESTION #6:
Section 3 (Submittal Requirements), Sub Section B (Proposal Contents), Part 2(Scopes of Services and Schedule). This section may not to be relevant for this service. Will the City be willing to consider omitting it from proposal requirements?

ANSWER:
For Scope of Services- reference may be made to the Scope of Services in the Request for Proposal. For Schedule – provide a time frame by which consultant will supply the City with a list of candidates to fill a particular position need.

QUESTION #7:
One of the requested positions listed is Field Inspector (Construction). I am assuming that construction inspection will be prevailing wage and CA Department of Industrial Relations (DIR) requirements apply. Is that correct?

ANSWER:
Yes

QUESTION #8:
Please confirm that Caltrans Forms 10-H, 10-K, 10-I, and 10-O1 have been provided for reference in the event that a project receives federal funding, and that these forms do not have to be submitted as part of this proposal response.

ANSWER:
The referenced Caltrans forms are not required as part of the proposal response; however, they will be required prior to execution of the agreement.
QUESTION #9:
On page 6 of the RFP, section 2. SCOPE OF SERVICES AND SCHEDULE asks for a "schedule/timeline to complete the project based on the Scope of Work detailed in Attachment 1". Attachment 1 provides a general overview of several scope areas for which it would be unfeasible to provide a timeline until specific projects are awarded. Will it suffice to say that a detailed schedule and timeline will be provided for specific projects as assigned?

ANSWER:
Please see answer to question #6.

QUESTION #10:
Similarly on page 6 of the RFP, section 3. FEE PROPOSAL asks for a "table outlining tasks and team hourly effort for each of the major tasks". With the breadth of services being requested and without a specific project to reference, it seems unfeasible to provide a breakdown of hourly effort for tasks. Please confirm that hourly rates submitted on the City’s provided “Proposer Fee Rate Schedule” will suffice.

ANSWER:
Hourly rates submitted on the City’s provided “Proposer Fee Rate Schedule” will suffice.

QUESTION #11:
Can a range of hourly rates be provided as a response on the on the “Proposer Fee Rate Schedule”?

ANSWER:
Yes

If you should have any questions regarding this project, please contact me at (714) 647-5071.

Sincerely,

[Signature]

Taig Higgins
714.647.5071