May 22, 2018

Questions and Answers No. One

SUBJECT:  RFP No. 18-043: Various Environmental Services

The following clarification has been made to the Request for Proposal of the subject project:

1. Question:
   Please explain what you need from prospective bidders regarding Exhibit D? Our legal department would like to have a comprehensive understanding of its purpose.

Response:
Exhibit D in Attachment 2 of the Appendix is a sample standard agreement provided from our City Attorney’s Office to be forthcoming in regards to contract elements selected contractors can expect prior to awards. The finalized contracts will include four exhibits: scope of services; fee schedule; certifications [C-1 through C-3], and Exhibit D’s additional provisions [Caltrans forms and requirements] as attachments to the contract. All contracts awarded utilizing state and/or federal funds requires Exhibit D’s article attachments verbatim; therefore, our City Attorney’s Office will include the provisions listed in Exhibit D as an attachment to our standard agreement for Caltrans compliance. Thus, proposers shall submit all certifications [C-1 through C-3], and complete all Caltrans Exhibits located in the Attachment of the RFP necessary for funding compliance prior to contract award(s).

2. Question:
The Statement of Qualifications shall be limited to a maximum of (10) double-sided pages (excluding front and back covers, section dividers and attachments such as resumes, forms). Font size shall be minimum 11-point Arial. Proposal exhibits shall be maximum 11" x 17". Does this mean 20 printed pages on 10 sheets of paper? Or does this mean 10 printed pages on 5 sheets of paper?
Response:
The RFP lists a maximum of (10) double-sided pages; therefore, 20 printed double-sided pages on 10 sheets of paper.

3. Question:
Is there a DBE percentage that we need to meet?

Response:
The City will establish a DBE goal for all task assignments utilizing state and/or federal funds. Per Caltrans DBE setting requirements, the City encourages DBE participation, but seeing that these are on-call (as needed) contract(s), the percentage goal can be changed when the task is assigned.

4. Question:
Is Good Faith Effort documentation required with our submittal?

Response:
Please see response for Question 3 above.

5. Question:
Other than a firm description, do sub consultants need to include key personnel, project experience and references?

Response:
Per Chapter 10 of Caltrans' Local Assistance Procedure Manual (LAPM), the consultant's organization and all associated consultants and subconsultants must be identified in the proposal (p. 2). If the consultant wishes to use a subconsultant not specified in the proposal, prior written approval must be obtained from the local agency. The consultant/subconsultant(s) shall meet the requirements of the RFP. Please utilize discretion per your proposal in this regard.

6. Question:
Do sub consultants need to fill out the three required certifications (Attachment 3-1: Non-Collusion Affidavit; Attachment 3-2: Non-Lobbying Certification; Attachment 3-3: Non-Discrimination Certification)?

Response:
No, the prime will need to submit required certifications as the prime will be held ultimately responsible for ensuring contract compliance.

7. Question:
Our firm was unable to submit a Letter of Intent. Can you confirm that a Letter of Intern was mandatory for proposing?

Response:
A Letter of Intent is not mandatory for eligibility to submit a proposal per the RFP deadline.

8. Question:
Do sub consultants need to fill out Exhibit 10-H as well?

Response:
Per Chapter 10 of Caltrans' Local Assistance Procedure Manual (LAPM), the subcontract must contain all required provisions of the prime contract. Please refer to Chapter 10 of the LAPM, specifically pages 16-17, to review Consultants’ (both prime and subconsultants) responsibilities for ensuring federal and state compliance requirements.

9. Question:
Is there a page limitation to the Fee Proposal?

Response:
No. Please utilize discretion per your proposal in this regard.

10. Question:
We understand the text needs to be a minimum of 11 point Arial. Do headers also need to be in Arial and size 11 font?

Response:
The RFP lists minimum text requirements; please utilize discretion per your proposal in this regard.

11. Question:
Is this a renewal contract? If so, who is/are the incumbent(s)?

Response:
No, this is a new solicitation for on-call environmental services with the intention of establishing new contracts based on proposals submitted.

12. Question:
What was the total expenditure on the expiring contract to date (i.e. for the entire term of the contract)?

Response:
N/A

13. Question:
Please provide a copy of the incumbent's proposal/SQQ for the expiring contract.

Response:
N/A
14. Question:
Will the incumbent(s) be eligible to submit a proposal as prime in response to this solicitation?

Response:
N/A

15. Question:
How many firms will be awarded the contract?

Response:
See page A1-1 Scope of Work.

16. Question:
If more than one firm is selected, how will task orders be assigned among the selected firms (round robin, competitive bid, etc.)?

Response:
See Page A1-1 Scope of Work.

17. Question:
What is the duration of the contract?

Response:
See Page 2 of RFP, Term of Contract Agreement.

18. Question:
What is the expected total contract value (expenditure) of the current bid contract?

Response:

19. Question:
Sample location referenced in the RFP on page A1-4 refers to a residential lot and dwelling that appears on the northwest corner of the Warner and Orange streets. Please confirm that it is the intent of the City to receive a scope of work and associated cost estimates for Phase I ESA services (A1) and Hazardous Materials Surveys (A2) for this property and that no Phase II ESA services are requested.

Response:
Please refer to the Response provided in Question 23, the RFP Page A1-1 Scope of Work, and utilize discretion per your proposal in this regard.

20. Question:
Please confirm that the intent of the City is to receive a scope of work and associated cost estimates for a Phase II ESA only for the ARCO Station as
Response:
Please refer to RFP Page A1-1 Scope of Work, and utilize discretion per your proposal in this regard.

21. Question:
Will this be a Cost-Plus Fixed Fee or Firm Fixed Price Contract?

Response:
These on-call contracts will be based on specific rate of compensation (on-call as needed contracts). Proposers shall submit Caltrans Exhibit 10-H2 Cost Proposal accordingly attached in the Appendix of the RFP.

22. Question:
Section B.e. refers a list of projects completed within the last five years for firm or personnel, but following sections B.f. refers to five projects completed by the proposer. In this Section, is the proposer intended to be the firm or personnel? Our firm has only been in business for two years, but our personnel has over 25 years' experience. We are trying to verify that we meet the minimum requirements to submit a bid.

Response:
Please utilize discretion per your proposal in this regard.

23. Question:
The RFP includes two specialty areas “Environmental Site Assessment” and “Hazardous Materials Surveys”. Will we be allowed to submit as a prime consultant for only the Hazardous Materials Surveys?

Response:
Per the RFP, Page A1-1 Scope of Work, “consultants are encouraged to prepare proposals for multiple specialty areas listed above.” Therefore, proposers may bid on option (A1), option (A2), or both (A1 and A2). Each service must be on a separate A1 or A2 proposal.

24. Question:
For the Sample Fee Proposal, the RFP included addresses of two sites. Is the City expecting a cost breakdown of what we feel would take to complete a hazardous material survey at those specific locations?

Response:
Yes.

25. Question:
In the Fee Proposal it refer to Caltrans requirements. Will this be applicable to the Hazardous Materials Contract?

Response:
All on-call contracts awarded may contain task orders that utilize state and/or federal funds; therefore, proposers shall submit necessary Caltrans forms to ensure compliance with state and federal contract requirements.

26. Question:
Are we required to use the Exhibit forms 10-H1, 10-H2, 10-H3, 10-K, the information appears to be redundant?

Response:
All awarded contracts issuing task orders that utilize state and/or federal funds require additional cost proposal information in the form of Caltrans Exhibits per Chapter 10 of Caltran’s Local Assistance Procedure Manual (LAPM). Proposers shall submit Caltrans Exhibit 10-H2 Cost Proposal accordingly- attached in the Appendix of the RFP. Proposers shall complete the relevant Exhibits and Cost Proposal for the entire term of the contract, and delineate rates per each fiscal year of the contract (if rates will differ annually), as the fee information will be utilized for the entirety of contract term.

27. Question:
We are fully qualified to provide A2 Hazardous Materials Surveys. However for A1 Environmental Site Assessments (ESA’s), we are able to provide Phase 1 ESA with our in house staff but we would have to sub-contract the Phase 2 ESA.

Response:
Please refer to the response provided for Question 23 and utilize discretion per your proposal in this regard.

28. Question:
Please confirm that under this contract, the City considers markup for subcontractor services provided by drillers, analytical laboratories, etc., as “Not Allowed”, as noted on the top left corner of the cost proposal sheets H1, H2 and H3.

Response:
Subcontractor services markup is not compliant with state or federal funding restrictions, and is not allowed.

29. Question:
Will the City start responding to the questions before the current deadline of May 29, 2018 for submission of requests for information, as noted on the first page of the RFP? Or can we only expect to receive responses following this date?

Response:

SANTA ANA CITY COUNCIL

Miguel A. Pulido
Mayor

Michela Martinez
Mayor Pro Tem, Ward 2

Vicente Sarmiento
Ward 1

Jose Solorio
Ward 3

Juan Vitaleas
Ward 5

Sal Tinajero
Ward 6

VicenteSarmiento@Santa-Ana.org

JoseSolorio@Santa-Ana.org

JuanVitaleas@Santa-Ana.org

SalTinajero@Santa-Ana.org
This is the City staff's first opportunity to collect all questions submitted thus far and will issue another addendum as needed following the May 29th submission of requests for information to address any outstanding questions that fall outside of the content of the RFP.

30. Question:

Does the City intend for the responders to provide scope and costs associated with all elements of work under (A1) and (A2) for each of the sites listed on the page A1-4? Or is it the intent to be more selective and provide cost and scope based on the type of site as listed?

Response:

Yes, the consultants shall submit scope and cost proposals for the services being considered for contract(s).

CITY OF SANTA ANA

Kenny Nguyen
Senior Civil Engineer