



RFI # 1: Grants Management experience is to be included as an entire section in the proposal with a weighted evaluation criteria of 20%. However, our services do not typically include this type of work. How should we respond to this section and what, if any, evaluation modifications will be made to reflect this?

Response: Respond to the best of your abilities. No changes will be made to the evaluations as all firms will be evaluated using the same criteria.

RFI # 2: Under the Caltrans Administered Projects section states “For Consultants interested in providing services on Caltrans administered projects, specifically, A&E Prime Consultants with a proposed contract exceeding \$150,000, and any Sub-Consultants listed on the contract, must certify the accuracy of their contract costs and adequacy or their Financial Management and Accounting Systems to ensure compliance with the following sections of the Code of Federal Regulations (CFR): 48 CFR Part 16.301-3, 49 CFR Part 18, and 48 CFR Part 31.” What form of documented proof is the City looking for in the Statement of Qualifications?

Response: No form regarding Financial Management and Accounting Systems is required to be submitted in the Statement of Qualifications. However, SOQs should include a written response stating whether or not the Consultant’s Financial Management and Accounting Systems is in compliance with Code of Federal Regulations. Consultants selected for contract award will be required to submit a certification per Section IX.G.1 and Section IX.G.2.

RFI # 3: In what section should the forms be included?

Response: Any form required to be included in the SOQ should be included in the Additional Information section.

RFI # 4: After the PSA, the RFQ includes additional Caltrans Cost Forms as well as an AASHTO ICQ. Are either of these forms to be included in the Statement of Qualifications?

Response: No.

RFI # 5: Per Section V.A.1 of the RFQ we understand that each page of our statement of qualification is limited to 500 words per page. Can you please clarify that if we include graphics in our SOQ with words on the graphic, are the words on the graphic included in the 500 word count?

Response: No.

RFI # 6: Do the CIP projects see a need for a LEED Energy Consultant.

Response: The City recently completed a large energy savings contract. Therefore, the City would likely have a need for Consultants that specialize in energy efficient projects.

RFI # 7: If so, which are of interest or discipline would be the best category to target?

Response: CIP includes various types of projects. Please refer to Section 2. Please respond to the best of your abilities.

RFI # 8: Will the sign-in sheet from the meeting be posted on PlanetBids

Response: Yes.

RFI # 9: Grants Management is identified as a separate discipline, however, it is also a required section (item 6 on page 9) for all submittals. Please clarify if we are required to provide grants management regardless of the discipline we are applying for.

Response: All consultants, including those submitting for the Grants Management discipline, will be evaluated using the same criteria. Grants Management is an evaluation criteria for all disciplines.

RFI # 10: Are DBE forms 10-01 counted towards the 50 page limit?

Response: Yes, refer to Section V.A.1.

RFI # 11: Regarding page limit, the RFQ stated that the 50 page limit is inclusive of cover and dividers. Will it be acceptable to forgo divider pages to save space if necessary?

Response: Yes.

RFI # 12: Regarding the sample Professional Services Agreements in the RFQ, is the consultant required to sign the 10-R contract once selected? Or, can the consultant sign the 10-R contract once a task order has been identified requiring the need to use the 10-R contract?

Response: Please refer to Section IX.G.1 and IX.G.2.

RFI # 13: I assumed 'Graphic Information Systems (GIS)' was misspelled and was supposed to be Geographic Information Systems. Are there any details of what kind of work you're anticipating in this category? Might it include developing map visualization apps for the website?

Response: Yes, it should be "Geographic Information Systems." The City will consider all elements of GIS.

RFI # 14: Can you share any details on what kind of Graphic Design / Web design support you're anticipating?

Response: The City held an RFQ Information Session on May 14, 2019 which provided consultants an opportunity to meet with staff to get details and specific needs for all disciplines. Consultants are encouraged to visit our website to get a better understanding of City operations and needs.

RFI # 15: Within the context of Graphic Design / Web Design, what are your 3 biggest inhibitors to success?

Response: The City held an RFQ Information Session on May 14, 2019 which provided consultants an opportunity to meet with staff to get details and specific needs for all disciplines. Consultants are encouraged to visit our website to get a better understanding of City operations and needs.

RFI # 16: Please clarify whether a discussion on Grants Management is required (p.9 of the RFQ) if we are not pursuing this discipline. Grants Management is also part of the evaluation criteria (p.15 of the RFQ).

Response: All consultants, including those submitting for the Grants Management discipline, will be evaluated using the same criteria. Grants Management is an evaluation criteria for all disciplines.

RFI # 17: Page 14, Item F in the RFP states that an updated list of Consultants shortlisted for interview and Consultant contract awards resulting from the RFQ process is maintained on the Department's website. However, the provided URL link does not work. Please provide the Consultant list from the 2017 RFQ.

Response: Thank you, this will be addressed. The Consultant List from the 2017 RFQ is no longer available.

RFI # 18: Do the LAPM Exhibit 10-O1 and LAPM Exhibit 15-H forms count toward the page limit?

Response: Please refer to V.A.1.

RFI # 19: Can you kindly confirm the multi-page forms Exhibit 10-01 – Consultant Proposal DBE Commitment and LAPM 15-H are included in the page limit or if they may be submitted as an appendix?

Response: Yes, please refer to Section V.A.1.

RFI # 20: Per General Requirements on pg. 6 of the RFP, the page limit is stated as 50 one-sided pages. May the proposal be printed as a double-sided document? Or must the pages be single e.g. right-hand pages, only?

Response: Please refer to Section V.A.1.

RFI # 21: Is it required to respond to section 6. Grants if proposers are not submitting for consideration for the Grant Management category? Does this response requirement have any bearing on other categories and if so how does it affect the evaluation criteria overall?

Response: All consultants, including those submitting for the Grants Management discipline, will be evaluated using the same criteria. Grants Management is an evaluation criteria for all disciplines.

RFI # 22: Is information within the proposal required to address section 7.b. (Financial Management and Accounting Systems-Caltrans Administered Projects) of the Statement Requirements? If so, what documentation is needed from both the prime and subconsultants?

Response: No form regarding Financial Management and Accounting Systems is required to be submitted in the Statement of Qualifications. However, SOQs should include a written response stating whether or not the Consultant's Financial Management and Accounting Systems is in compliance with Code of Federal Regulations. Consultants selected for contract award will be required to submit a certification per Section IX.G.1 and Section IX.G.2.

RFI # 23: On page 9, Item 6, Grants Management – We are a testing and inspection and geotechnical engineering firm. We work on local, state, or federally funded projects, but we do not research, apply for, or manage grants. How would the City like us to reply to this section?

Response: Respond to the best of your abilities. No changes will be made to the evaluations as all firms will be evaluated using the same criteria.

RFI # 24: Will the City accept SLBE/ELBE Certification from the City of San Diego as DBE certification?

Response: No.

RFI #25: The RFQ puts a lot of emphasis on using DBEs as subcontractors/subconsultants and on teaming with Primes. However, in several places (pages 18 and 19, and in Exhibit 10-H2 Cost Proposal), it states that “Mark-up are not allowed.” It is common practice for Prime contractors to be allowed a reasonable markup for subcontractors to cover the G&A of administering the contracts and carrying costs for invoicing. Is this correct?

Response: “Mark-ups” will not be accepted.

RFI # 26: Article VI Termination

D. In the event of termination, CONSULTANT shall be compensated as provided for in this CONTRACT, except as provided in Section **Error! Reference source not found**.0. Upon termination, CITY shall be entitled to all work, including but not limited to, reports, investigations, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date, whether completed or not, and in accordance with Section 15, Property of CITY.”

Response: Exhibit 10-R: A&E BOILERPLATE AGREEMENT, ARTICLE VI TERMINATION (Pg. 7 of 30), should read: In the event of termination, CONSULTANT shall be compensated as provided for in this CONTRACT, except as provided in Section 11C. Upon termination, CITY shall be entitled to all work, including but not limited to, reports, investigations, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date, whether completed or not, and in accordance with Section 15, Property of CITY.

RFI # 27: DBE Information – Consultants must include Exhibit 10-01 – Consultant Proposal DBE Commitment (attached) with their SOQ. Good Faith Effort (LAPM 15-H attached) Required only if DBE goal is not achieved. It is recommended that Proposer prepare and submit a GFE irrespective of meeting the DBE goal. We have several DBE firms on our team. How would you like us to fill out the Exhibit 10-01 when we do not have specific task orders to base the percentages for our subconsultants?

Response: Percentage under Exhibit 10-01 should be a projection only. Commitment will be established once contract amount is defined and consultant submits Exhibit 10-02.

RFI #28: Are we required to do good faith effort even though we do not know the breakdown of work?

Response: Please refer to Section 4.a.ii.

RFI # 29: Is the Internal Control Questionnaire (AASHTO) required to be filled out as part of the proposal submittal?

Response: No.

RFI # 30: Is Exhibit 10-H2 required to be filled out as part of the proposal submittal?

Response: No, refer to Section V.B.8.

RFI # 31: The RFQ calls for many sections of the proposal: cover letter, executive summary, contact info., familiarity with local environmental, experience/technical competence, grants management, financial management/accounting, exceptions to Agreement terms and conditions, resumes, and forms (10 sections total). Because the page limitation is 50 pages (including divider pages) - would the City exclude the divider pages from the 50 page limit?

Response: No, refer to Section V.A.1.

RFI #32: We would like to request further information on National City's DBE requirements for the above referenced RFQ. Horrocks is not a DBE and is not need of subconsultants for the categories we are submitting. Is the 6% DBE goal a requirement for this RFQ? If not, do we still need to submit the Exhibit 10-01 Consultant Proposal DBE Commitment and LAPM 15-H Good Faith Effort?

Response: Refer to Section V.C.4.a and V.C.4.b. The City's contract DBE goal is 6%. A Good Faith Effort is required if DBE goal is not achieved, and Exhibit 10-01 is required for all proposers.

RFI # 33: In RFQ Section V-B, Item 5-E, it states that firm's must describe their experience providing similar services by including a minimum of five successfully completed projects, on-call contracts, and/or programs. If a firm is submitting on a number of individual disciplines within one SOQ, is it required to provide a minimum of five project examples for each discipline?

Response: Yes.

RFI # 34: In RFQ Section V-C, Item 4-A.i, regarding DBE participation, it states that Proof of DBE certification is required and that a copy of a printout from the California Unified Certification Program DBE Database is acceptable as proof. Can you confirm if the afore mentioned DBE certification proof is required to be included at the time of the SOQ submittal or only once a firm has been shortlisted? If DBE certifications are required in the SOQ, will these additional documents be excluded from the overall limit of 50 pages?

Response: All forms required under Section V.C.4-a.ii. and any DBE certifications are to be included with the SOQ and are counted towards the 50 page limit. Refer to Section V.A.1. for page limit.

RFI #35: Should the three hardcopies of the SOQ be postmarked by 5pm on June 10, or must they have arrived at the Office of the City Engineer by then?

Response: The three signed hardcopies of the SOQ shall be submitted in one sealed package to the Office of the City Engineer no later than 5:00 PM on Monday, June 10, 2019. Please refer to Section VI.A. To further clarify, the three hardcopies need to be received by the Office of the City Engineer no later than 5:00 PM on Monday, June 10, 2019.

RFI # 36: Should Consultants treat the contract terms and conditions as non-negotiable as suggested by Sections V.C.1. and IX.B., or whether Section VII D. should be treated as allowing for the proposal of revisions to contract terms and conditions?

Response: See Section VII.D. Should the City select a consultant for contract negotiations, topics of discussion will include contract terms and conditions.

RFI # 37: What SBE certifications do you accept? I'm certified by the CA Department of General Services (DGS), is that not acceptable?

Response: The City will accept certified DBE's issued by California Uniform Certification Program. Your original question was, "Will the City accept SLBE/ELBE Certification from the City of San Diego as DBE certification." We clearly stated that SLBE/ELBE Certification is not a substitute for DBE certification as it relates to meeting the City's DBE Goal requirements and/or submittal of "Good Faith Effort." With that being said, consultants are free to submit whatever additional certifications they believe may strengthen their qualifications.

RFI # 38: How do you expect Primes to add subs without markups?

Response: While prime consultant "mark-ups" for services provided by subconsultants will not be accepted, prime consultants may invoice the City for actual time spent on project management and invoicing.

RFI # 39: Is the DGS SBE certification accepted by National City?

Response: While the City supports and encourages SBEs to submit SOQs, the City has established a Disadvantaged Business Enterprise (DBE) Goal, not a Small Business Enterprise (SBE) Goal. Only DBE certifications issued by California Uniform Certification Program under the Office of Business and Economic Opportunity will count towards meeting the DBE goal.