



CITY OF IMPERIAL
ON CALL CIVIL ENGINEERING SERVICES

RFP 2024-04

ADDENDUM NO. 1

7/18/2024

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

Question No. 1: **On Section VIII - Evaluation Criteria, the Cost has an approximate weight of 10%, if the cost is related to a fee schedule, how will the rates be scored?**

Disregard original evaluation criteria. Revised criteria outlined below:

1	<i>Proposal Content and Format</i>	5 pts
2	<i>Consultant Experience</i> <ul style="list-style-type: none"> • Qualifications and relevant experience of Consultant and subconsultant personnel 	30 pts
3	<i>Contract Understanding</i> <ul style="list-style-type: none"> • Understanding of the on-call contract and work by task order 	30 pts
4	<i>Firm's Capabilities</i> <ul style="list-style-type: none"> • Demonstrated capability on similar or related projects • Methods to be used in the performance of civil engineering tasks • Approach to maintaining quality of work and const control • Commitment to availability of personnel assigned to the contact for task order work on short notice 	35 pts

Question No. 2: **Do the selected firms have to be able to provide all the requested services under the SCOPE OF SERVICES?**

No, the consultant does not need to be able to provide all requested services under the "Scope of Services". List is for reference and adjustments can be discussed after contract award.

Question No. 3: **The RFP states, "the proposal shall be limited to twenty-five (25) double-sided pages". Can the proposal be fifty (50) single-sided pages, or is the requirement to have double-sided pages?**

It is requested consultants adhere to the 25 double sided pages requirement outlined within the RFP for hard copy proposals. However, the PDF submittal will be 50 single sided pages as it is electronic format.

Question No. 4: Item 8 (Page 8 of the RFP) states that the proposal should include a Fee Schedule of the Consultants Rates, inclusive of reimbursement costs. Please clarify if the reimbursement costs can be provided as a separate fee schedule or if the reimbursement costs should be included within our hourly rates.

Reimbursement costs are to be included as a separate fee schedule. Do not include within hourly rates.

Question No. 5: Confirm that 25 pages double-sided means 50 pages digitally for RFP No. 2024-04?

Correct. It is 25 pages double sided for hard copy proposals and 50 pages single sided for electronic/PDF submittal.

Note No. 1: References being provided are to be individuals/agencies other than City of Imperial employees or officials.

Please acknowledge receipt of this addendum by signing and returning a copy of the Acceptance of Notice via email to jguerrero@imperial.ca.gov. Each bidder must acknowledge receipt of this addendum in the noted space below and on the Proposal Acknowledgment Form (Exhibit A) of the RFP.

Include a copy of this addendum with your Bid Proposal Package. It is the Potential Respondent's responsibility to notify its outsourcing partners, if any, about changes based on all addendums.



David Dale, PE. PLS
Public Services Director

Date: 7/18/24

ACCEPTANCE OF NOTICE

Receipt of the ADDENDUM No. 1 is hereby acknowledged by:

Bidder's Company Name

Date: _____

By: _____
Type of Print Name & Signature

Title: _____