



CITY OF BELL GARDENS

PUBLIC WORKS DEPARTMENT

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REQUEST FOR PROPOSALS FOR MUNICIPAL ENGINEERING SERVICES

ADDENDUM NO. 2

October 30, 2023

This addendum is being issued for the **REQUEST FOR PROPOSALS FOR MUNICIPAL ENGINEERING SERVICES**.

Submit a proposal for these services with the full understanding and full consideration of this addendum.

A. This addendum is being issued to make the following changes:

1. The Proposal submittal deadline is extended from **5:00 P.M. on Thursday, November 2, 2023**, to **5:00 P.M. on Thursday, November 9, 2023**.
2. In the Submittal Procedures/Deadline section, the tentative schedule is revised to read as follows:

Release of RFP	Tuesday, October 10, 2023
Deadline for Questions	Thursday, October 19, 2023 @ 5:00 p.m.
Response to Questions	Monday, October 30, 2023
Proposal Due Date	Thursday, November 9, 2023 @ 5:00 p.m.
Interviews with Proposers, if necessary	Tuesday, November 21, 2023
City Council Recommendation of Award	Monday, December 11, 2023

B. This addendum is being issued to incorporate the following Questions and Answers ("Q&A") into the RFP:

1. Q: Are firms required to submit a response for all the services (entire scope of work) or may they choose which service areas to respond to? We understand that it is the intent of the City to select a single Consultant to provide services?
A: *As stated in the RFP, it is the intent of the City to select a single Consultant to provide the requested municipal engineering services; however, the City reserves the right to select one or more Consultants to provide as-needed municipal engineering services through this RFP. Firms may choose which Scope of Work categories to respond to; however, the City's preference is to select one firm (i.e., the same firm) to provide the services under Scope of Work categories A. (City Engineer Retainer), B. (As-Needed Traffic Engineer), C. (Public Works Permit*

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Management and Inspection), D. (As-Needed Water Engineer), E. (As-Needed Development Engineer), and H. (NPDES Stormwater Compliance Consultant Services). The City may select one or more firms to provide the services under Scope of Work category F. (As-Needed Public Works/CIP Project Design, Project Management & Administration, Funding Management, Construction Management, Construction Inspection, and Labor Compliance Services).

2. Q: Our firm is unfamiliar with and has never been subjected to a fee structure that is based on a percentage of average construction low bid results. Please consider revising the method of compensation for As Needed Public Works / CIP Design, Project Management & Administration, Funding Management, Construction Management, Construction Inspection and Labor Compliance Services to Hourly rates, not-to-exceed a negotiated scope and allowance. The City's determination on this item may affect our ability to propose.

A: Submit a proposal in accordance with the RFP Method of Compensation and Proposal Format and Content Requirements sections.

3. Q: Can firms submit on some parts of the scope, or does the City want only comprehensive proposals for all scope items?

A: Refer to Answer to Question 1.

4. Q: How many contracts will be issued?

A: Unknown at this time.

5. Q: Is there any way for a further extension for the RFP due date – preferably to late November?

A: Refer to Section A.1 of this addendum.

6. Q: Would the City consider an electronic only submittal rather than hard copy?

A: Proposer must submit a proposal in accordance with the RFP Submittal Procedures/Deadline section.

7. Q: Should Attachment "B" – Acknowledgement of City's standard form Agreement be included with the proposal?

A: Yes.

8. Q: Does the City envision that this contract could be used to acquire support staff? Many other cities use the On-Call contract as a means of pulling in outside support staff when that need arises. Having staff support as a part of the On-Call RFPs not only gives flexibility but catalyzes competition that results in lower billing rates for those staff as well.

A: As stated in the RFP, the City is seeking proposals for various as-needed, i.e., on-call, municipal engineering services.

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9. Q: The RFP mentions that the City has used private firms in the past for the services mentioned in the scope. What firms did the City use? Could the City share any estimate based on the historic data about the total number of personnel proposed or working currently along with the hourly rate and spending done on contract?

A: The City has previously contracted with Willdan and currently contracts with Infrastructure Engineers, previously known as Advanced Applied Engineering, for municipal engineering services.

10. Q: How many firms is the City planning on selecting? Is there a preference for firms who can provide all services listed in the scope??

A: The number of firms is unknown at this time. As stated in the RFP, it is the intent of the City to select a single Consultant to provide the requested municipal engineering services; however, the City reserves the right to select one or more Consultants to provide as-needed municipal engineering services through this RFP.

11. Q: Please specify the total budget allocated for this contract?

A: The total budget allocated for this contract is unknown at this time since the number of Capital Improvement Program projects will vary; and the City has not determined how many contracts will be awarded.

12. Q: Do the services need to be delivered onsite or is there a possibility for remote operations and performance?

A: Services will be delivered onsite and remotely. Refer to the RFP Scope of Work section.

13. Q: Please specify the anticipated start date of the project.

A: The anticipated effective date for the professional services agreement is December 11, 2023.

14. Q: Are escalations to hourly rates allowed?

A: As part of their proposal, proposers may request an annual adjustment to the hourly rates after the initial year, not to exceed the percentage change in the Consumer Price Index for All Urban Consumers, Los Angeles area, for the 12-month period ending September immediately preceding the agreement anniversary date. Any adjustment to the hourly rates would take effect on January 1st each year.

15. Q: Are there any CalPERS concerns we should be aware of?

A: The contracted firm(s) shall be responsible for any salaries and benefits of their respective employees as a direct result of providing the contracted municipal engineering services contained in this RFP, including any pension liabilities for employees of the firm(s). The contracted firm(s) shall not use any CalPERS retirees for any of the services contained in this RFP.

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16.Q: Can firms apply for a portion of a category? For instance, Category F lists Project Design, Project Management & Administration, Funding Management, Construction Management, Construction Inspection, and Labor Compliance Services. Are we able to provide just project management services, or are we required to fulfill all services listed in the category?

A: Firms are required to fulfill all services listed within a respective category.

17.Q: Since some of the scope is for as-needed services and positions, how does the City recommend listing out deliverables needed and creating a work plan showing proposed hours for each retainer service as required in section 2: Methodology of the Proposal Format and Content Requirements.

A: It is up the proposer to provide a methodology to address the components in the Scope of Work.

18.Q: Is there any special consideration given to small or disadvantaged businesses?

A: No.

Proposers who have already submitted their proposal will be contacted to arrange for return of their proposal.

Sincerely,



Bernardo Iniguez
Director of Public Works/Facilities

The Proposer shall individually identify and acknowledge receipt of this addendum by signing and enclosing a copy of this form in their proposal submittal. Failure to do so may result in disqualification of their proposal.

Signature of Proposer

Date

Proposer Firm Name and Address