

QUESTIONS AND RESPONSES FOR RFP 23-557-01

PARDEE RESERVOIR AND BRIONES RESERVOIR WATER QUALITY IMPROVEMENT PROJECT

Last Updated on March 16, 2023:

Question 1: EXHIBIT A - RFP PACKET notes that we are to include EXHIBIT B - INSURANCE FORMS. Under EXHIBIT B Instructions, however, it notes that “PROPOSERS are not required to submit completed insurance verification documents with their bid but will be required to submit them upon notification of award. By signing Exhibit A – RFP Response Packet, the Proposer agrees to meet the minimum insurance requirements stated in the RFP.” Please advise what we are to submit for EXHIBIT B - INSURANCE FORMS at the bidding phase. Would you like us to submit a statement that acknowledges we meet the minimum insurance requirements? Or is signing EXHIBIT A - RFP PACKET sufficient to meet the EXHIBIT B - INSURANCE FORMS requirement for now?

Response 1: The Proposer agrees to meet the minimum insurance requirements in Exhibit B after project award upon signature and submission of Exhibit A documents. There is no need to send a statement to acknowledge the minimum insurance requirements.

Question 2: From our prior bidding experience with the District, a full-on GFE/outreach documentation requirement per the “CONTRACT EQUITY PROGRAM AND EQUAL EMPLOYMENT OPPORTUNITY GUIDELINES” is NOT required for non-construction contracts. However, though not required, we understand that we are encouraged to engage with small/diverse businesses. In the case that we do have subconsultants, we were asked to supply the following two forms only: **Form P-25** and **Form P-40**. Please confirm that **Form P-25 (required by Prime and subs over \$80K)** and **Form P-40 (required by Prime and all subs)** are the only required forms for this contract as well.

Response 2: I have confirmed with our Contract Equity office that Form P-025 and P-040 are the only required forms. For further CEP questions, please call (510) 287-0114.

Question 3: Is the District willing to grant a 1- or 2- week extension given that the deadline for questions is on March 9, 2023, and the proposal is due the week after? The current schedule would only give a week to make sure all addendums and Q&A’s are incorporated in our proposal.

Response 3: Yes, we will consider extending the deadline. An addendum letter will be posted with a new deadline with a week extension.

Question 4: There are mentions of “resumes” in the selection/evaluation criteria, but not in the proposal writing requirements. Where would the District like us to include resumes? Can we include resumes for our key staff as an Appendix?

Response 4: Please submit all resumes in the appendix of the proposal.

Question 5a: Regarding Section I. A, what type of stakeholder approval regarding management recommendations is the District seeking (e.g., consensus during workshop discussions, surveys, letters of approval)?

Response 5a: Consensus during workshop discussions is sufficient, provided the consultant record the consensus as part of its meeting minutes in writing. If stakeholders are not able to reach a consensus, the District may request smaller “break-out” discussions to incorporate their feedback or concerns. These subsequent discussions do not need to be incorporated into your proposal and fee proposal and can be negotiated after award as part of optional services.

Question 5b: Regarding Section I. A, would a third party, independent facilitator to synthesize stakeholder feedback be necessary or warranted?

Response 5b: At this time, we do not believe that this independent facilitator is necessary. A core part of this RFQ work involves regular meetings and discussions with stakeholders and the core team should be equipped facilitate these discussions and synthesize the feedback.

Question 6: Regarding Section I. D, Task 2 - Will the District provide record drawings of the existing inline WTPs?

Response 6: Yes, the District can provide record drawings of specific treatment processes as needed by the consultant.

Question 7a: Regarding Section I. D, Task 5 and Optional Task 11, have any geotechnical reports been prepared for the Briones or Pardee reservoir bottom?

Response 7a: The most recent work on both reservoirs was a Reservoir Capacity Study and Sedimentation Analysis (Briones 2016, Pardee 2014).

Question 7b: Are topo maps available for the reservoirs?

Response 7b: Topographical maps from the Reservoir Capacity Study and Sedimentation Analysis are available.

Question 7c: Regarding Section I. D, Task 5 and Optional Task 11, For the preparation of the preliminary drawings, is there a specific software that the Consultant must use? For example, Microstation, AutoCAD, Revit?

Response 7c: Microstation is the District's current CAD standard. However, the District is open to AutoCAD or Revit, as well.

Question 8: Regarding optional Task 11, is it possible to extend the project schedule to include this task or would it have to be completed by August 2024?

Response 8: Yes, the project schedule may be extended if Task 11 (Preliminary Design Report for the Preferred Capital Improvement Alternative(s) for Pardee Reservoir) is added to the consultant scope.

Question 9: Regarding Exhibit A Required documentation and submittals, number #8: References – Should all references be for projects that are completed (from the RFP: “References MUST demonstrate the successful completion of consulting projects of the same quality and manner as that described in this RFP.”) or can the project be ongoing, if of same quality and manner?

Response 9: The project reference may be an ongoing project.

Question 10: Can the District confirm that wet signatures and hard copies are current requirements associated with this RFP? As the workplace has evolved towards remote and paperless work due to the COVID pandemic, would the District be willing to accept electronic signatures and electronic proposals in lieu of wet signatures and hard copies?

Response 10: Response: Yes, I am confirming that the District requires both hard copies and an electronic version of the submittal. An addendum will be released soon regarding the electronic portion of the submission that will now be required via email instead of USB.

Question 11: Please clarify the anticipated contract start date. The Preliminary Project Schedule on Page 24 lists March 2023, but the Calendar of Events on Page 25 lists end of April 2023.

Response 11: With the extension of the proposal due date, the contract is now expected to start in May 2023. We will provide an addendum to update the Preliminary Project Schedule and Calendar of Events. Please note that all provided dates are estimates.

Question 12: On page 33 (Page 28 of the RFP), Note C. says “Include Level of Effort and Labor Rates for all personnel. In spread sheet format, show estimated labor hours for each prime and

sub consultant job classification for the entire proposed scope of work. Labor rates and level of effort need not be estimated for tasks designated as optional services. Show the actual salary rates for each of the job classifications used in the estimate.”

Then, on page 44 (Page 7 of Exhibit A), Note 7. Level of Effort (2-3 pages, 11”x17”) says: “For each of the mandatory and optional tasks described in this RFP, provide an estimated level of effort for all staff. In spreadsheet format, show estimated labor hours, direct rate, and loaded rate for Proposer’s staff, including subconsultants.”

Please confirm that an estimated level of effort for the optional tasks is not required, due to the large amount of uncertainty associated with the optional tasks.

Response 12: Please provide labor rates and level of effort needed to complete both mandatory and optional services. We will issue an addendum to fix this discrepancy.

Question 13: Can the proposal (Exhibit A, page 5) form be altered to fit the proposal and project?
(*This question has been paraphrased*)

Response 13: You are free to revise the proposal form to fit the project and your proposal. The District recommends following a similar structure to and providing the information shown in the proposal form example. Proposers may add additional columns and rows as they deem necessary.