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## **Planning On-Call Staff Augmentation RFP Addendum**

**March 4, 2025**

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### **Edits to the RFP – Please note these clarifications to the RFP/Webpage:**

- On page 11 of the RFP it states that “The City will e-mail the Question & Answer response via Addendum to the RFP on March 14, 2025.” When it should say: “The City will post responses to questions received via an Addendum. Responses to all questions received by March 7 will be posted by March 14, 2025.”
- The RFP and webpage were updated to reflect the submittal deadline of March 21, 2025.
- The RFP and webpage were updated to reflect that the optional pre-submittal meeting has been scheduled for March 6, 2025 at 1:00 PM (instead of March 5).
- Page 34 was intentionally left blank, there is no missing information.

### **Questions and Answers – As of March 4, 2025:**

**1. Q: When is the submittal deadline?**

**A:** The submittal deadline is March 21, 2025.

**2. Q: When is the pre-submittal meeting?**

**A:** The optional pre-submittal meeting is tentatively scheduled for March 6, 2025 at 1:00pm via zoom. This information will be posted on the RFP webpage.

**3. Q: How long will the term of this on-call contract be?**

**A:** Consistent with page 2 of the RFP, the term will be 3-4 years.

**4. Q: Attachment 1 lists environmental review services. Number 6 on this list is “Prepare Environmental Mitigation Studies/Reports”. Can you please clarify what environmental studies and reports are intended to fit under this category and how they differ from h. and #9 on the list?**

**A:** The intent is to request consultant capacity to prepare the full range of CEQA documents and associated studies for entitlement review and implementation. The list is intended to be illustrative.

**5. Q: Does the scope of service regarding the service category "Design Review" include assistance with building code review to identify major building code deficiencies that may impact the entitlement process?**

**A:** Review of building code and identification of deficiencies for entitlement is included under General Consultant Services/Building. "Design Review" includes only planning/development code related review.

**6. Q: What would be the number of awards you intend to give (approximate number)?**

**A:** The intent is to select 2-3 firms per category.

**7. Q: What are the estimated funds that are estimated to be allocated for this contract?**

**A:** Similar to the previous process, it is possible that the total allocated may be between \$4 and \$5 million across multiple categories.

**8. Q: What is the tentative start date of this engagement?**

**A:** The start is tentatively scheduled to be July 1, 2025.

**9. Q: What is the work location of the proposed candidates?**

**A:** There is no mandated work location, provided it be proximate enough to allow for site visits and/or attendance at public hearings or meetings as needed.

**10. Q: Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?**

**11. A:** There are multiple incumbents in each category and they are all eligible to submit proposals. The incumbents include the following:

- *Contract Planning:* Rincon, Michael Baker International and Good City Company
- *Design Review:* Raimi & Associates and Michael Baker International
- *Engineering Review:* CSG Consultants, Inc. and Kimley Horn
- *Environmental Review:* David J. Powers & Associates, EMC Planning and Kimley Horn
- *Fiscal Impact Analysis:* KMA and BAE
- *Housing Needs Assessment:* BAE and Hatch
- *Transportation Consultant:* Hexagon and TJKM
- *General Consulting:* Raimi & Associates
- *Building:* West Coast Code Consultants

**12. Q: Are there any pain points or issues with the current vendor(s)?**

**A:** None.

**13. Q: Could you please share the previous spending on this contract, if any?**

**A:** Please see the following for the summary for each category:

- *Contract Planning:* \$750,000 (contract amount)/\$453,982 (amount spent)
- *Design Review:* \$450,000/\$286,775
- *Engineering Review:* \$1,125,000/\$809,300
- *Environmental Review:* \$3,750,000/\$3,112,472
- *Fiscal Impact Analysis:* \$400,000/\$159,000
- *Housing Needs Assessment:* \$400,000/\$98,000
- *Transportation Consultant:* \$750,000/\$10,000
- *General Consulting:* \$150,000/\$23,401
- *Building:* \$750,000/\$70,000

**14. Q: Is there any mandatory subcontracting requirement for this contract? If yes,**

**Is there any specific goal for the subcontracting?**

**A:** No there are no mandatory subcontracting requirements. Please note proposal requirements for subcontractors in the RFP regarding insurance coverage, indemnification, independent contractors, business licenses, standard of performance, Personnel, assignment and subcontracting, and confidentiality.

**15. Q: How many positions were used in the previous contract (approximate)?**

**A:** No specific requirements, as long as the scope of the on-call contract is covered. It could be one position to an exhaustive list on hand, if appropriate.

**16. Q: How many positions will be required per year or throughout the contract term?**

**A:** The required position will depend on each category, as long as the scope is covered.

**17. Q: If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could vendors replace them with equally qualified resources?**

**A:** Any replacement would be subject to City review and approval consistent with the agreement.

**18. Q: Can we provide hourly rate ranges in the price proposal?**

**A:** Detailed hourly rates must be provided so that proposals can be compared/assessed.

**19. Q: Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?**

**A:** It is anticipated that some of the work can be done remotely. However, site visits and/or attendance at public hearings or other meetings may be required.

**20. Q: Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?**

**A:** Resumes are required for all key personnel.

**21. Q: Could you please provide the list of holidays?**

**A:** City holidays can be found here: <https://www.cityofepa.org/hr/page/city-holidays>

**22. Q: Are there any mandated Paid Time Off, Vacation, etc.?**

**A:** No, the selected consultant(s) would not be required to adhere to any City mandated paid time off or vacation requirements.