

# COUNTY OF MONTEREY

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Administrative Office  
Contracts/Purchasing Division



**DATE:** February 10, 2015

**TO:** All Interested Proposers

**FROM:** Jessica Rodriguez, Purchasing Agent

**PROJECT:** RFQ #10499 / Provide On-Call Services for Environmental Planning and Consulting Services for Various Federally Funded Road/Bridge/Building Facilities Projects.

**SUBJECT:** Written questions & answers and **Proposal due date extended.**

## **ADDENDUM #1**

**Please note changes to Section 4.0 Calendar of Events - Proposal deadline has been extended to Thursday, February 26, 2015.**

A signed copy of this addendum must be submitted along with your original proposal package to verify receipt of this Addendum #1.

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Company Representative

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Date

Q1) According to RFQ Section 3.2 in the Background, the services needed consist of CEQA and NEPA compliance. Several subsections in Section 2, Qualifications Requirements, as well as Section 6.4 and Section 8.8, require licenses, registrations, or certificates in Cal/OSHA, CAC, and CIH. These are not typically required for CEQA and NEPA compliance. Can you please clarify why these licenses, etc. are required and what kind of services are being requested that require these registrations, etc.?

A1) The scope of work for the master agreement is outlined in section 6.0 of the RFQ. Section 6.0 states that, “The scope of work includes, in general, the full range of environmental planning and consulting services including those sub-consultants typically required for building, bicycle, pedestrian, road, and bridge projects in the public sector.” The services shall include but are not limited to environmental due diligence; environmental compliance; environmental reports and technical studies; monitoring and oversight; permitting and consultation with agencies; public outreach and public participation; and other related environmental services as required by the County for specific projects. The County will execute master agreements with contractors who can offer the full range of services listed above.

The licenses, registrations, or certificates listed in Section 2, Section 6.4 and Section 8.8 are provided as examples of licenses, registrations, or certificates that may be required in order to implement the scope of work as it relates to Environmental Health services that may be required for a specific project. However, at this time, the COUNTY has determined that environmental health services will not be included in the scope of work for this RFQ (10499).

The following sections are now revised as follows:

2.1 CONTRACTOR shall demonstrate knowledge & experience of municipal, state and federal planning and environmental laws, standards and practices and comply with all applicable laws, ordinances, rules, and regulations relevant to the specific project scope of work.

CONTRACTOR shall have under its employment or as sub-consultants, Registered Professionals who possess applicable State of California licenses or other equivalent licenses, registrations, or certificates in the particular discipline of interest. The required applicable licenses, registrations or certificates will depend on the specific project scope of work. including but not limited to: a California Division of Occupational Safety and Health (Cal/OSHA) State Certified Asbestos Consultant (CAC); a Certified Industrial Hygienist (CIH).

2.4 CONTRACTOR shall comply with all applicable laws, ordinances, rules, and regulations for the specific project scope of work. including but is not limited to: County, State, and Federal laws; ACSM (American Congress on Surveying and Mapping); Cal/OSHA (California Division of Occupational Safety & Health Administration); FEMA (Federal Emergency Management Agency); ASTM (American Standards Test Method); California Health & Safety Code; CFR (Code of Federal Regulations); CCR (California Code of Regulations); County Design Manuals and County Standard Plans; all Caltrans manuals and policies; State Standard Plans and

~~Specifications; Manual of Uniform Traffic Control Devices; California Building Code; and Americans with Disabilities Act (ADA); including as revised and amended by COUNTY ordinance.~~

6.4 All work shall be done in conformance with all applicable County, State, and Federal laws **relevant to the specific project scope of work.** ~~ACSM(American Congress on Surveying and Mapping); Cal/OSHA (California Division of Occupational Safety & Health Administration); FEMA( Federal Emergency Management Agency); ASTM (American Standards Test Method); California Health & Safety Code; CFR (Code of Federal Regulations); CCR (California Code of Regulations), County Design Manuals and County Standard Plans; all Caltrans manuals and policies; State Standard Plans and Specifications; Manual of Uniform Traffic Control Devices; California Building Code (Fire, Electrical); Americans with Disabilities Act (ADA); including as revised and amended by COUNTY ordinance.~~

8.8 Cal/OSHA: **If applicable to the specific project scope of work,** the items proposed shall conform to all applicable requirements of the California Division of Occupational Safety and Health Administration Act of 1973 (Cal/OSHA).

- Q2) Subsection 2.4 requires contract to comply with several laws, ordinances, rules, etc. that do not apply to NEPA and CEQA compliance, but rather with designing, constructing, or operating a project. The only one that looks like it could be relevant (if the project needs Caltrans approval) would be the Caltrans manuals and policies associated with CEQA and NEPA compliance. Please confirm how the others are applicable.
- A2) **See answer to question 1 above**
- Q3) Section 6.1, Public Outreach and Public Participation (page 10). Please confirm if you expect the consultant to provide public outreach and public participation consistent with the requirements of NEPA and CEQA or something additional.
- A3) **Yes, CONTRACTOR will be expected to provide public outreach and public participation consistent with the requirements of NEPA and CEQA. If required for a particular project, additional public outreach and public participation tasks may be negotiated as part of the scope of work for an individual project. For example, the County might request that the CONTRACTOR attend community advisory meetings or public meetings related to the project status or outcomes, and be available to answer questions.**
- Q4) Section 9.2. Text is missing from the following lines: “Organizational chart of proposed team...between...” and “Staff has appropriate licenses...listed in County Scope...” Please also see comment 1 above about whether licenses, etc. are actually needed for this contract.
- A4) **Section 9.2, Proposed Team Qualifications and Resume (s) should read as follows: “Organizational Chart of Proposed Team provides a clear picture of the working relationship between all key personnel on the proposed team.”**

**See answer to question 1 above regarding required licenses.**

- Q5) If sub-consultants are included on our team, shall each sub-consultant also complete the Attachment J Fee Schedule, which would then be included in addition to the prime consultant's Attachment J Fee Schedule?
- A5) Sub-Contractors do not need to complete a separate Attachment J Fee Schedule. CONTRACTOR shall list the sub-contractor team member in the "Reimbursable Items to be Billed" section of Attachment J and indicate the rate/or "at cost" with proposed markup if applicable.
- Q6) Shall the Attachment J Fee Schedule also be signed manually and in blue ink, consistent with the signature requirements for Attachments A and B?
- A6) Yes.
- Q7) Will the selected Contractor be expected to prepare and distribute CEQA/NEPA noticing materials on behalf of the County for each project?
- A7) Yes. CONTRACTOR will be expected to prepare and distribute CEQA/NEPA noticing materials on behalf of the County for each project, unless negotiated otherwise for the specific project.
- Q8) Will the selected Contractor be expected to present each project to the County Planning Commission and/or Board of Supervisors as an extension of staff?
- A8) This is a project specific scope of work item that will be negotiated for each specific project.