

Attachment E

MONTEREY COUNTY

PUBLIC WORKS, FACILITIES & PARKS



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October 19, 2023

ADDENDUM NO.1
REQUEST FOR PROPOSALS (RFP) # 10911
FOR
PROFESSIONAL ENGINEERING SERVICES
FOR ATP PROJECTS
IN THE COMMUNITIES
OF CHUALAR, SAN ARDO AND CASTROVILLE

This Addendum provides revisions and answers to questions received to date regarding RFP #10911. This acknowledgement signature page of Addendum No.1 must be submitted with your proposal package.

If this acknowledgement signature page is not submitted with your proposal package, your entire proposal package may be considered non-responsive.

RECEIPT OF ADDENDUM NO.1 TO RFP #10911 IS HEREBY ACKNOWLEDGED.

Authorized Company Signature

Printed Name

Company Name

Date

Revisions:

1. Replace page 8 of Item 5, Scope of Work in the RFP with the attached page 8R.
2. Replace page 11 of Item 8, Proposal/Qualifications Package Requirements in the RFP with the attached page 11R.
3. Replace page 15 in the RFP with the attached page 15R.

Response to Questions:

Question 1: If we chose to pursue more than one of the three projects, would a separate submittal be required for each project, or does the County only desire to receive one submittal per consultant regardless of which project(s) are being submitted for?

Response 1: Separate submittals are required for each of the three projects.

Question 2: The Proposal Package Layout outline provided on Page 10 of 31 shows Section 2 consisting of Proposed Scope of Work Qualifications and Licensing and Work Qualifications. On the following page (Page 11 of 31) under the detail for Section 2, it only mentions including Pre-Qualifications/Licensing in this section. We assume this may be an oversight and a detailed Scope of Work showing all tasks and deliverables should also be included in Section 2?

Response 2: Yes, please include in Section 2 the Proposed Scope of Work Qualifications. Also refer to the attached page 11R.

Question 3: We may be interested in this opportunity, but before I fill out a "Holders List Registration Form", I was hoping you could clarify if this solicitation is for engineering services, or for construction services, or both. The RFP Notice first states that the scope of work includes "civil engineering services"; but then Project Description only states the verb "construct". We only provide consulting services, so I need this clarified before I fill out a RFP Holders List Registration Form. To further clarify my question, I have included a snippet of the RFP Notice below with items highlighted:

Response 3: This RFP is for Engineering Services.

Question 4: In Section 8.0 of the RFP (beginning page 10) there is a discrepancy in the contents the County has requested by section between the "Proposal of Qualifications Package Layout" table and the more detailed/listed requirements for sections 2 & 3 (on page 11). Please confirm the required contents proposing firms need to include to be deemed responsive by the County for sections 2 & 3 of this proposal package specifically.

Response 4: Section 2 of the Table of Contents has been updated. Please refer to the attached page 11R.

Question 5: In your evaluation criteria, the County lists “Project Understanding and Approach/Work Plan, and demonstrated capacity to fulfill scope of work”. Could you please clarify which section a respondent should place their project understanding and approach/work plan in order to be deemed responsive/adhere to the requirements of the RFP?

Response 5: Place it on Section 2 of the Table of Contents.

Question 6: Noticed that the RFP identified Nov 3rd as the date when Q&A will be released by the County. Will there only be one Q&A release? Or is the County willing to release multiple Q&A as they become available?

Response 6: County will release responses to questions as they become available. However, the October 26, 2023 deadline for written questions will remain the same.

Question 7: Are Environmental studies going to be required by the Consultant, only permitting tasks are listed in the scope?

Response 7: Contractor will have to determine if an environmental studies is required for this project. Added subsection 5.3.5.3 Environmental Studies (if required) to Section 5.3.5, **Environmental Permitting**. Please refer to the attached page 8R.

Question 8: Are Low Impact Development (LID) requirements going to be required for this project?

Response 8: Yes

Question 9: Do we have to submit 3 different proposals and cost proposals, or can we just submit one proposal for all 3?

Response 9: If you plan to propose on all three projects, please submit three (3) separate proposals including three (3) cost proposals.

ATTACHMENTS

- 5.3 The Design phase of the three projects is funded by a combination of State and Federal Funds. To meet the Design Phase funding allocation deadline, the plans, specification and engineer’s estimate (PS&E) must be completed on or before December 30, 2024.
- 5.3 CONTRACTOR shall apply its expertise to include in its proposal a Scope of Work that provides all tasks needed for PS&E documents and permits necessary for the project.

The professional services must include the following:

5.3.1 Project Management

- 5.3.1.1 Project team meetings
- 5.3.1.2 Schedule Project tasks using Microsoft Project
- 5.3.1.3 Public meetings and presentations (assume two [2])
- 5.3.1.4 Coordination with permitting agencies and County staff (to include Monterey County Health Department [MCHD] staff for Non-Infrastructure [NI] project phase)
- 5.3.1.5 Provide Public Information Officer support services

5.3.2 Mapping and Surveys

- 5.3.2.1 Topographic Surveys
- 5.3.2.2 Right-of-Way Determination
- 5.3.2.3 Road Alignments
- 5.3.2.4 Utility Identification

5.3.3 Utility Coordination and Support

- 5.3.3.1 Coordinate with various utility companies for relocation

5.3.4 Geotechnical Investigation

- 5.3.4.1 Utility potholing
- 5.3.4.2 Retaining Structures
- 5.3.4.3 Earthwork
- 5.3.4.4 “R” values if required

5.3.5 Environmental Permitting

- 5.3.5.1 Consultation with regulatory agencies
- 5.3.5.2 Preparation of applications
- 5.3.5.3 Environmental Studies (if required)

5.3.6 Design/Engineering

- 5.3.6.1 Preparation of thirty percent (30%) Preliminary Design
- 5.3.6.2 Sixty percent (60%) PS&E following state guidelines

5.3.7 Final Design/Engineering

- 5.3.7.1 Ninety Percent (90%) PS&E
- 5.3.7.2 One Hundred Percent (100%) PS&E

5.3.8 Engineering support for right-of-way activities

- 5.3.8.1 Preparation of plats and legal descriptions (if required)

Contact Information: The name, address, and telephone number of CONTRACTOR's primary contact person during the solicitation process through to potential AGREEMENT award.

Firm Information: Description of the type of organization (e.g., corporation, partnership, including joint venture teams and subcontractors) and how many years it has been in existence.

Signed Signature Page and Signed Addenda (if any addenda were released for this solicitation). Any proposal or qualifications package submitted without this page will be deemed non-responsive. All signatures must be manual and in BLUE ink. All prices and notations must be typed or written in BLUE ink. Errors may be crossed out and corrections printed in BLUE ink or typed adjacent, and must be initialed in BLUE ink by the person signing the proposal.

Table of Contents

Section 2, Proposed Scope of Work Qualifications and Pre-Qualification/Licensing Requirements:

Pre-Qualifications/Licensing: CONTRACTOR must acknowledge in writing that it meets all the pre-qualifications and licensing requirements as set forth in Section 7.0, Licensing/Security Requirements, herein.

Section 3, Project Experience & References:

Key Staff Persons: CONTRACTOR shall identify key staff and their qualifications and experience proposed for the service identified herein.

Experience & References: CONTRACTOR shall describe at least three (3) similar projects for which it provided services like the scope of work described herein. Please include phone number and email address if possible as the County will conduct reference checks using this information.

Violations: CONTRACTOR shall submit copies of all notices of violations, corrective action notices, enforcement actions or orders, warning notices, writings, or other forms of permit violation/non-compliance documentation (such as Cal-OSHA notices) received by CONTRACTOR, or any business organization owned or operated by the CONTRACTOR, which are its parent company and/or subsidiaries, from any public agency during 2017 up to and including the present day.

Section 4, Environmentally Friendly Practices:

CONTRACTOR shall summarize all environmentally friendly practices it adheres to while doing business as relevant to the County's Climate-Friendly Purchasing Policy at:

10.0 SELECTION CRITERIA

10.1 The selection of CONTRACTOR and subsequent AGREEMENT award(s) will be based on the criteria contained in this solicitation, as demonstrated in the submitted proposal. CONTRACTOR should submit information sufficient for the County to easily evaluate proposals with respect to the selection criteria. The absence of required information may cause the proposal to be deemed non-responsive and may be cause for rejection.

10.2 The selection criteria include the following: **(100 points total)**.

SELECTION CRITERIA	Max Possible Score
Project Understanding and Approach/Work Plan	35
Demonstrated capacity to fulfill scope of work	15
Experience of Key Project staff assigned to Project	25
Experience in successfully completing similar projects	25
TOTAL	100

10.3 To the extent of personnel and equipment are to be provided under this AGREEMENT, CONTRACTOR, if so requested, shall afford the County an opportunity to inspect CONTRACTOR’s equipment prior to award of the AGREEMENT.

10.4 The award resulting from this RFP will be made to the CONTRACTOR that submits a response that, in the sole opinion of the County, best serves the overall interest of the County.

10.5 The award made from this RFP may be subject to approval by the County Board of Supervisors.

11.0 PRICING

11.1 CONTRACTOR will complete ATTACHMENT A - PRICING for the provision of services as outlined within this RFP.

MONTEREY COUNTY

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October 25, 2023

ADDENDUM NO.2

REQUEST FOR PROPOSALS (RFP) # 10911

FOR PROFESSIONAL ENGINEERING SERVICES FOR ATP PROJECTS IN THE COMMUNITIES OF CHUALAR, SAN ARDO AND CASTROVILLE, CALIFORNIA

This Addendum provides revisions and answers to questions received since issuing Addendum No.1 on October 19, 2023 regarding RFP #10911.

This acknowledgement signature page of Addendum No.2 must be submitted with your proposal package or your entire proposal package may be considered non-responsive.

RECEIPT OF ADDENDUM NO.2 TO RFP #10911 IS HEREBY ACKNOWLEDGED.

Authorized Company Signature

Printed Name

Company Name

Date

Response to Questions:

Question 1: Is there a DBE requirement?

Response 1: No DBE is required, since the PS&E phase for the three projects are funded by State funds. However, construction phase of the Castroville project is federally funded, thus requires DBE consideration.

Question 2: Will all three proposals be scored individually?

Response 2: Yes

Question 3: Which of the three projects has Federal funds?

Response 3: The construction phase of the Castroville project is Federally funded.

Question 4: Can proposals be submitted electronically instead of printed?

Response 4: Please refer to item 8.2, page 12 of the RFP.

Question 5: Has the County completed CEQA and if so can the CEQA documentation be provided?

Response 5: County has not completed any CEQA documents for any of the three projects.

Question 6: Have any environmental technical studies, such as Biological Reports been prepared for the project?

Response 6: No.

Question 7: What environmental permits does the County anticipate needing for the project?

Response 7: Consultant must determine the required environmental permits for the three projects.

Question 8: In addition to the right-of-way mapping is the County seeking preconstruction monument preservation in the way of corner records or a record of survey?

Response 8: Yes.

Question 9: Should the post construction monument preservation be addressed in this RFP or subsequent to construction documents and added in with the construction bids?

Response 9: Subsequent to construction documents.

Question 9: My email server is not allowing me to access the PDF, it thinks it is blocking a pop-up. I have to wonder if other consultants are experiencing this technical difficulty, which may result in a low response rate for this solicitation. Since I have filled out the 10911 RFP Holder Registration form, can you please simply email me the RFP and Addendum 1?

Response 9: E-mailed RFP, 10911 ATP Project Packet and Addendum No.1.

MONTEREY COUNTY

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October 30, 2023

ADDENDUM # 3

REQUEST FOR PROPOSALS (RFP) # 10911

**FOR
PROFESSIONAL ENGINEERING SERVICES
FOR ATP PROJECTS
IN THE COMMUNITIES
OF CHUALAR, SAN ARDO AND CASTROVILLE, CALIFORNIA**

This Addendum provides revisions and answers to questions received since issuing Addendum # 2 on October 25, 2023, regarding RFP # 10911.

This acknowledgement signature page of Addendum # 3 must be submitted with your proposal package or your entire proposal package may be considered non-responsive.

RECEIPT OF ADDENDUM # 3 TO RFP # 10911 IS HEREBY ACKNOWLEDGED.

Authorized Company Signature

Printed Name

Company Name

Date

Response to Questions:

Question 1: One more for clarification: Will the consultant provide CEQA documentation? Or, what level of involvement is expected for the CEQA process?

Response 1: Consultant shall prepare the CEQA documentation on behalf of the County.

Question 2: Are pavement improvements anticipated to be included as part of this RFP?

Response 2: Pavement improvements are limited to new curbs & gutters.

Question 2: Is storm drain relocation design as a result of the improvements to be included as part of the RFP?

Response 2: Yes.