



City of Gilroy

Public Works Department
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REQUEST FOR QUALIFICATIONS
FROM ENGINEERING AND RELATED
CONSULTANTS TO ESTABLISH LISTS OF ON-CALL
QUALIFIED CONSULTANTS FOR FUTURE
PROJECTS IN THE CITY OF GILROY
20-RFQ-PW-329

TO: Whom it may concern
FROM: Julie H. Oates, PE, TE
DATE: December 6, 2019

ADDENDUM #1

Please note:

- **The requirement to submit a Notice of Intent has been eliminated for this RFQ. Consultants interested in this RFQ may submit Statements of Qualifications without submitting a Notice of Intent.**
- **The deadline for submittals of Statements of Qualifications has been extended to 2:00 PM, PST, Monday, December 23, 2019.**

The City received the following questions pertaining to this RFQ. City responses are in **bold**.

1. We are landscape architects and are interested in putting in qualifications, but we did not see anything about landscape architecture for trail design. Will the City be putting out a different RFQ for landscape architects or should we submit qualifications under this RFQ? **In general, a landscape architecture consultant would be a sub to a prime consultant for projects in the City of Gilroy. If there was a case where the City had a project that was primarily landscape architecture, a separate RFP/RFQ would be issued for that specific project. If your firm intends to submit as the prime on trail design projects, you should submit your qualifications through this RFQ.**
2. There are a total of 9 categories included in the RFQ. We are planning on submitting on 3 or 4 of those categories. Do we need to submit one separate package for each category? If so, should they each be in a separate package, or all together? **Please bind your submittal into one document, and include the Professional Qualifications Form on page 3 of the RFQ as a divider for each separate category. For example, if you were submitting on 3 of the 9 categories, you would have one bound document that includes 3 Professional Qualifications Forms, with each form serving as a divider that indicates which category follows it. The page limit of 25 pages applies to each category (or discipline), so in the case of a submittal for 3 categories, the**

bound document would have 75 pages (25 pages for each of the 3 categories), with each category having its own separate content (i.e., Items #1 through #7 on page 7 of the RFQ). The submittal package would then include four copies of the bound document.

3. We are wondering the relationship between this RFQ and No. 19-RFQ-PW-328. We were selected for the Construction Management RFQ PW-328. The 20-RFQ-PW-329 has construction inspection. Are the services in PW-328 and 329 independent? Meaning, do we need to submit again or is inspection covered by the previous CM RFQ, 328? **Please consider the services in the two RFQs as independent from one another. In order to be eligible for both on-call lists, you would need to submit qualifications for 20-RFQ-PW-329 as well.**
4. Who is/are the incumbent(s) for Geotechnical Services? **The City of Gilroy does not have a current list of consultants for on-call geotechnical services.**
5. Who is/are the incumbent(s) for Construction Inspection Services? **The City's current list of on-call Construction Management Services consultants includes (in random order): 4LEAF, Inc., Ghirardelli Associates, CSG Consultants, Tanner Pacific, and Hill International.**
6. The minimum qualifications for Construction Inspection Services seem to be in-line with the qualifications of a Construction Manager. Can you clarify or elaborate on this? **Construction Inspection Services do not include review of RFIs and submittals, preparation and negotiation of changes orders, etc.**
7. We're a structural engineering firm interested in being considered for the bridge design service area. Do we need to include a team of subconsultants in our proposal to provide other tasks that may be required on a bridge design project (i.e. hydraulic engineering, civil/roadway engineering, right-of-way appraisal and acquisition, geotechnical, environmental/permitting, etc.) or do we simply include qualifications for our own firm? The RFQ seems to suggest that when more than one discipline is required in one of the service areas, other consultants (I'm assuming for the other on-call lists) may be called upon on a rotational basis which suggests to me that we only need to include qualifications for our firm to provide the structural design portion of bridge design. Please clarify. **Please provide a list of potential sub-consultants (by company name), if any, and their anticipated roles, along with a brief statement of qualifications for each potential sub-consultant. It is understood that this may not be a complete list, but should include at least one other firm for each discipline or a statement that your firm is qualified to and will perform the services if no sub-consultants are planned to be used.**
8. Is there an annual on-call contract limit or a limit for the 3-year duration of the on-call contract?
No
9. What information related to the planned bridge projects is the City able to provide? **There will be a number of bridge replacement projects as part of the Highway Bridge Program, which will be included in the City's upcoming 5-year CIP budget program.**
10. Once the on-call lists are established, how is work dispensed? Are separate RFP's sent out to the qualified firms on the on-call lists or is work assigned on rotational basis? **This depends on how many SOQs are received for the different categories. However, it is most likely that separate RFPs for specific projects will be sent out to qualified firms.**

11. Is a civil engineer required under the Electrical, Traffic Signal & ITS Design? **Yes, per page C-7 of the RFQ, "Consultant shall be a registered civil engineer and traffic engineer in the State of California, and consultant shall have recent project experience specific to the type of project for which services are desired."**
12. For the Geotechnical services, what type of projects are you looking for firms to provide similar experience? **Geotechnical services could be requested for a wide variety of projects and project tasks including bridge design, roadway and trail design, utility infrastructure improvements, and construction inspection services.**
13. Is it acceptable to include an abbreviated title on the cover page (not the sealed delivery package) for our firm's SOQ submission? "Statement of Qualifications: On-Call Geotechnical Services" In lieu of "Request for qualifications from engineering and related consultants to establish lists of on-call qualified consultants for future projects in the City of Gilroy"? **Yes, the title cover page for each discipline can be abbreviated, but per the RFQ, the sealed package must state:**

**Attn: Bryce Atkins, Finance Manager
City of Gilroy - Purchasing Division
7351 Rosanna Street Gilroy, CA 95020
Request for Qualifications No. 20-RFQ-PW-329
RFQ Title: REQUEST FOR QUALIFICATIONS FROM ENGINEERING AND
RELATED CONSULTANTS TO ESTABLISH LISTS OF ON-CALL QUALIFIED
CONSULTANTS FOR FUTURE PROJECTS IN THE CITY OF GILROY**

Consultant's name and address

14. For some of the practice areas, we would need to get a sub consultant to do some tasks. Do we need to specifically identify sub consultants by company name or can we simply state which type of sub consultants (by discipline) we would need to get involved? **Please provide a list of potential sub-consultants (by company name), if any, and their anticipated roles, along with a brief statement of qualifications for each potential sub-consultant. It is understood that this may not be a complete list, but should include at least one other firm for each discipline or a statement that your firm is qualified to and will perform the services if no sub-consultants are planned to be used.**
15. If there are certain aspects of some of the practice areas that we do not intend to pursue, can we exclude those from our SOQ, or do we need to list sub consultants to cover all aspects of each practice area we submit on? **Please include an SOQ for each potential sub-consultant that is associated with each discipline that you are submitting an SOQ (see answer to the question above).**
16. One of the items required to be included in the SOQ is a schedule for the projects. Since this is for an on-call list, there are no specific projects. What information is the City looking for with respect to that item ("Ability to Meet Project Schedule")? **Item #6 on page 7 of the RFQ (Ability to Meet Project Schedule) refers to the schedules for the three similar projects requested in Item #5, "Project Experience".**

17. Are resumes counted against the 25 page limit? **Resumes for key staff are included in the 25-page page limit. Additional resumes for non-key staff can be included as an attachment.**
18. Can we include any exceptions to the Agreement? **Per the RFQ, “A sample contract is included with this RFQ as Attachment B. The contract also spells out insurance and indemnification requirements which the Consultant will have to meet. By signing and submitting the form in Attachment A, the Consultant is acknowledging that they have read the agreement, and will be able to meet all the requirements of the contract without asking for changes in the contract language.” However, as noted in Attachment B, the sample agreement is subject to change at the discretion of the City of Gilroy. Requests for exceptions to the City’s standard agreement are not likely to be granted and would require approval from the City Attorney.**
19. Are the rates going to be fixed and/or do you allow annual escalation fees? **Consultants evaluated for this RFQ will be selected based on qualifications. Therefore, a schedule of rates is not required at this time. The City intends to request proposals for future projects and negotiate project fees on a project-by-project basis, at which time the City will request cost proposals in separately sealed envelopes and select the best qualified firm to begin negotiations with. At that time, a schedule of rates that includes an annual escalation rate (if applicable) will be requested.**
20. For the Transportation Planning and Public Outreach category, there are multiple areas of expertise listed, including future areas of need. Should we include three project representatives of all the areas of expertise desired (including Possible Future Areas of Need) under the Transportation Planning and Public Outreach category or should there be three project examples specific to each of the areas of expertise? **It is not necessary (or desirable) to provide three project examples for each area of expertise. Due to the large number of areas of expertise and possible future areas of need, it is recommended that consultants select three sample projects that provide a good representation of possible areas of expertise and future areas of need. Due to the limit of the number of pages in the main body of the SOQ, if the consultant wishes to provide more than three example projects, they can be included in the attachments.**
21. Is it OK to provide 11X17” exhibits as part of the page count or are we limited to using letter size paper for the entire submission? **Per the RFQ, exhibits and attachments are not included in the page count. 11” x 17” exhibits can be included in the submission.**
22. I understand that per page 8 of the RFQ that the maximum length of submission is 25 pages, excluding exhibits and attachments. Please clarify, what kinds of documents are considered “exhibits and attachments”? **Exhibits may include items such as plans, photos, or excerpts of sample projects. Attachments may include items such as resumes for non-key staff.**
23. Due to the page limitation, is it acceptable to submit full resumes as an attachment? **Resumes for key staff count towards the page limit and should be included in Section #3, Key Staff, of the SOQ. Additional resumes for non-key staff can be included as an attachment and do not count towards the page limit.**