



CITY OF SANTA MARIA
REQUEST FOR QUALIFICATIONS
ON-CALL CONSULTANT SERVICES



SUBMITTAL DATE: 06/25/2020

ADDENDUM NO. - 1 -

Enclosed please find one (1) copy of Addendum No. -1 - dated **June 22, 2020**. Please confirm receipt of Addendum No. - 1 - by signing and returning this acknowledgment of receipt WITH YOUR SUBMITTAL to be submitted on **06/25/2020**.

ITEM NO. 1 - IDENTIFIED AS ADDENDUM NO. - 1 -, DATED 06/22/2020:
REQUESTS FOR INFORMATION: Questions and Answers

ITEM NO. 2 - IDENTIFIED AS ADDENDUM NO. - 1 -, DATED 06/22/2020:
ADDITION TO ATTACHMENT B, STRUCTURAL ENGINEERING SCOPE

KEVIN P. MCCUNE, P.E.
DIRECTOR OF PUBLIC WORKS/
CITY ENGINEER

Receipt of Addendum No. - 1 -, City of Santa Maria, Request for Qualification - On-Call Consultant Services is hereby acknowledged.

Consultant

Date

REQUESTS FOR INFORMATION: Questions and Answers

1. Regarding Item 5. Rate Sheet. The requested professional rates schedule is for two years. Does the City require one set of rates for the two-year period?

ANSWER: The rate schedule should be valid for the entire two-year period. Indicate amount of rate escalation and date of escalation if applicable.

2. Do we submit a separate package for each service category?

ANSWER: Firms have requested modifications to the page count allowed per firm. If desired, a firm may turn in one document to cover all disciplines. However, to keep the evaluation of each discipline as consistent as possible, separate SOQs are recommended. The City will accept multiple SOQ submittals per firm. Each SOQ submittal is limited to a maximum of twelve, double-sided pages exclusive of cover letter, resumes, and references.

3. The RFQ states that the package is to have a maximum of 12 double sided pages. Does this mean 12 sheets of paper, printed doubled sided for a total of 24 printed pages?

ANSWER: This is correct. Consultants must submit a Statement of Qualifications limited to a maximum of twelve, double-sided pages exclusive of cover letter, resumes, and references. The electronic submittals shall be limited to 24 electronic pages, which if printed, would result in 12 double sided pages exclusive of cover letter, resumes, and references.

4. For the rate sheet for the RFQ, the RFQ documents say that rates should be in a spreadsheet listing the classifications and billing rate of each team member. Since this is an electronic submittal, can that spreadsheet be in the final submission PDF or would you like a separate Excel file?

ANSWER: The rate sheet may be submitted in a Microsoft Office file (Word, Excel, etc.) or PDF. PDF is the preferred file type.

5. It looks to me like Public Works is seeking qualifications from complete teams, rather than separate bids for individual services (e.g., environmental planning). If my understanding is correct, we'd like to follow up on opportunities to provide environmental planning support for potential leads. Do you have a distribution list for the RFQ that you can share, or an existing on-call list?

ANSWER: The Public Works Department wishes to receive separate bids for individual services instead of complete teams to establish a "short list" for individual projects if necessary for staffing and expeditious project turnaround. Each discipline described in the On-Call Consultant Services RFQ may cover a task we cannot perform with current Public Works staff.

6. In response to the City's RFQ for On-call Consultant Services, should subconsultant qualifications be listed in Section 4 (Qualifications and Management Approach)? If so, would you like to see subconsultant key staff individual resumes, their placement on the org chart, and subconsultant firm project experience, or is a general firm description sufficient?

ANSWER: Subconsultant qualifications should be listed and the Public Works Department would like to see subconsultant key staff individual resumes, their placement on the organization chart, and subconsultant firm project experience.

7. Since we will be emailing our responses, what is the City's file size limit?

ANSWER: If a consultant is concerned about file size limits, a link to cloud storage (Box.com, Dropbox, etc.) in the submittal email may be used.

8. The RFP for the Santa Maria On-Call Consultant Services does not seem to be up on the Santa Maria bidding site. Has this RFP been taken down? If it is still available, can you please provide a copy?

*ANSWER: The RFQ is located below the RFP list on the City of Santa Maria Bids and Proposals webpage. A direct link to the original RFQ:
<https://www.cityofsantamaria.org/home/showdocument?id=27240>*

9. Can you clarify if this RFQ includes the need for Structural Engineering as part of the on-call scope?

ANSWER: The original RFQ that was issued on May 27th did not include a scope for Structural Engineering services. In response to this question, the Public Works Department has prepared a scope that may be used by consultants that wish to prepare a SOQ for this discipline. The scope is attached to this Addendum.

ATTACHMENT B

Preliminary Description of On-Call Professional Engineering and Environmental Services

Structural Engineering

BACKGROUND

The City of Santa Maria Public Works Department is requesting a Statement of Qualifications (SOQ) from qualified firms to provide Structural Engineering services as needed by the City. The City of Santa Maria is hereinafter referred to as "City". The firm with professional Structural Engineering services is hereinafter referred to as "Consultant". It is the City's intention to enter into on-call contracts with multiple Consultants as needed for Structural Engineering services. By contracting with multiple firms the City aims to have the flexibility to obtain Structural Engineering services in a timely manner.

Consultant is invited to submit a written SOQ for any or all of the services listed in the cover letter or as further described in this Attachment B.

PROJECT DESCRIPTION

The City of Santa Maria is seeking qualified Structural Engineering firms to prepare studies, plans, and specifications as needed for Capital Improvement Projects or other projects within the City of Santa Maria. In performing all Structural Engineering services, the Consultant shall work to protect the interest of the City and to provide the highest quality services possible for the City. The number of projects that may require Structural Engineering services in the next two years is unknown.

The intent of this RFQ is to enter into a master agreement with one or more Structural Engineering consulting firms to perform Structural Engineering consultant services on a task order basis for a term not to exceed two years. Task orders will be developed for specific projects and a fee negotiated with the Consultant selected as part of this RFQ process. This contract will be open to the Public Works Department and to other Departments and Divisions within the City of Santa Maria. The City reserves the right to enter into multiple contracts for these services and/or to issue a stand-alone RFP for any specific project at any time. The consultant may be asked to work on more than one project at a time. All services to be performed by the consultant shall be documented in a task order to be executed by Consultant and the City. Projects will be done on a task order basis and more than one task order may be open at a time. The consultant may be required to attend City and public meetings and make presentations of their findings. A project scope will be developed for each task order, including deliverables and a not-to-exceed budget. No work will be performed without a task order.

The Consultant is representing itself as a qualified professional in services provided to the City; therefore, it is acceptable to submit recommendations and comments for consideration

on format, process, and additional content of providing the services. The City will consider comments and recommendations; however, City is not required to incorporate any of the recommendations or comments.

Below is a list of anticipated project types covered by this RFQ. Any prequalified consultant may be selected for one or more of these projects, based on qualifications and availability.

- Remodeling of public buildings such as libraries or pump stations
- Park construction or renovation
- Public Works Construction Projects
- Bridge/Overpass/Underpass construction
- New Construction of Buildings and other Facilities
- Seismic Retrofits and upgrades
- Building Inspections
- Peer Review

TYPICAL SERVICES REQUIRED

The required services and abilities required to successfully perform structural engineering services on the project types listed above include, but are not limited to:

- General structural engineering services
- Inspection and testing services
- Computer-aided structural design and drafting of bridges, retaining wall and other structures
- Plan checking services
- Provide structural engineering services on existing or potential construction of bridges, overpasses, building foundations, and retaining walls. Design of repairs, retrofits, or modifications to existing bridges and structures
- Seismic analysis of existing bridges and other structures
- Load rating of existing bridges
- Provide structural engineering services for potentially hazardous situations such as seismic activity. Design temporary shoring for structures damaged during a disaster or seismic activity.
- Provide a Structural report including site plan, results of investigation, conclusions, and Structural recommendations for design of the proposed facility or remodel.
- Provide structural engineering services on building permits for new construction and/or remodels.
- Provide technical support to staff on structural related matters during bidding and construction. This includes but is not limited to responding to bidder questions, providing addenda and written clarifications when necessary, responding to contractor Requests for Information (RFI), reviewing contractor submittals to assure

conformance with the construction specifications and drawings, attending project related meetings, and addressing structural problems and deficiencies.

- Provide general structural consulting services such as interpreting code requirements, identifying and selecting design alternatives, assisting with cost estimates, and providing peer reviews. The Consultant will be expected to provide written reports, technical memorandums, calculations, or other documentation as necessary, and have the capability to develop biddable design documents and provide engineering support during construction.
- Other structural engineering services as needed.

REQUIREMENTS

Consultant(s) shall meet the following requirements:

1. *Licensing:* Analysis and reports shall be prepared and stamped by a Civil Engineer registered with the State of California.
2. *Experience:* The Consultant must have experience providing Structural Engineering services to municipalities of similar size to Santa Maria.
3. *Deadlines:* The Consultant must meet the deadlines listed in the various project schedules. The consultant will have the opportunity to help create the schedule, but once finalized, must adhere to the schedule.
4. *Compliance:* Consultants shall comply with all applicable Federal, State, and local laws and ordinances. This includes City insurance and indemnification requirements.
5. *Reporting:* Once per month, the Consultant shall provide the City with an itemized account of all services proved in a format approved by the City.