

City of Santa Maria



REQUEST FOR PROPOSALS ADDENDUM NO. 1

Facility Condition Assessment

Issued on October 25, 2022

Issuing Office:

City of Santa Maria

Public Works Department – Engineering Division

110 S. Pine Street, Ste. 221

Santa Maria, CA 93458

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City of Santa Maria
Public Works Department – Engineering Division
805-361-9291*

REQUESTS FOR INFORMATION: Questions and Answers

1. What is the RFP# that needs to be identified on the submission?

ANSWER: All proposals should be identified as the following:

CSM Facilities Condition Assessment RFP (003)

2. Will there be anyone to sign for a UPS/FedEX delivery on Friday, November 18th or is the UPS/FedEx delivery date (hand delivery) 11/17/22?

ANSWER: City staff will not be available to sign a UPS/FedEX delivery on Friday, November 18th, therefore, for hand delivery, please schedule your hand delivery no later than Thursday, November 17, 2022.

3. Which suite (221 or 101) should be used for a UPS/FedEx delivery? We are assuming 221.

ANSWER: Correct, for hand delivery, or UPS/FedEx delivery, please use the following address:

*City of Santa Maria
Public Works Department
110 S. Pine Street, Ste. 221
Santa Maria, CA 93458*

For Mailing using the United States Postal Service, please use the following address:

*City of Santa Maria
Public Works Department
110 S. Pine Street, Ste. 101
Santa Maria, CA 93458*

4. What does 35 double-sided pages mean? (Is it 17.5 double-sided pages for a total of 35 pages, or 35 double-side pages for a total of 70 pages?)?

ANSWER: 35 double-side pages for a total of 70 pages.

5. Please clarify the weights of the last two sections of the proposal evaluation criteria (It states 30% within the technical approach description vs 40% in the evaluation weight column. The same issue appears in Sample Deliverables with 20% in the description vs 30% in the evaluation weight column).

ANSWER: The correct evaluation criteria will be as follows:

EVALUATION FACTOR	PERCENT
Consultant’s qualifications, including but not limited to: <ul style="list-style-type: none"> • Experience in similar facilities assessments and demonstrated ability • References from existing assessment clients • Personnel qualifications and availability for project implementation 	30%
Technical approach, including but not limited to: <ul style="list-style-type: none"> • Details of data collection and process • Comprehensiveness of approach • Methodology 	40%
Sample deliverables, including but not limited to: <ul style="list-style-type: none"> • Hardcopy report • Schedule of implementation 	30%

6. Is there any weight given to the pricing in determining award? If yes, how will the weight evaluation table be adjusted? The RFP has the following statement, “Evaluation will be based on methodology as well as actual pricing.”).

ANSWER: Please revise the following, found on Page 28, Section 4 – Pricing:

*Complete and submit in a **separate sealed envelope**, proposed pricing for the facility survey, analyses and reports providing a breakdown of amount per square foot pricing in sufficient detail to fully understand the cost of each element being proposed. Examples include, but are not limited to, labor hours and dollars, subcontracted material, material handling fees and all overhead rates, and general and administrative (G&A) costs. The City of Santa Maria reserves the right to request clarification from Offerors for any information submitted. Evaluation will be based on methodology as well as actual pricing.*

With the following:

*Complete and submit in a **separate sealed envelope**, proposed pricing for the facility survey, analyses and reports providing a breakdown of amount per square foot pricing in sufficient detail to fully understand the cost of each element being proposed. Examples include, but are not limited to, labor hours and dollars, subcontracted material, material handling fees and all overhead rates, and general and administrative (G&A) costs. The City of Santa Maria reserves the right to request clarification from Offerors for any information submitted. ~~Evaluation will be based on methodology as well as actual pricing.~~*