



City of Lindsay

DEPARTMENT OF CITY SERVICES

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March 15, 2022

RFP/RFQ for Design Services for Project 1. Transit Center & Project 2: Community Facility Building

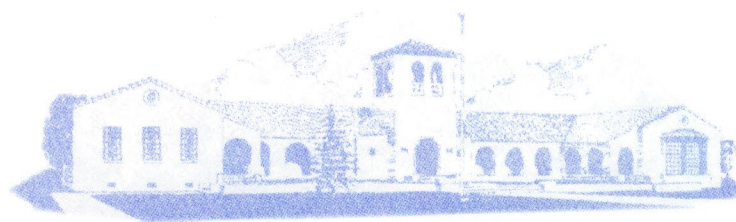
Addendum/Clarification No. 2

The following additions and/or corrections shall become part of the Specifications for the subject project:

1. Section One, B. Instruction to Bidders – Pages 5-6 of 9
 - a. Proposal Format (Pages 5-6)
 - i. Language has been changed to provide clarification on how the Proposal shall be formatted. Those changes are reflected in red writing and shall become part of the specifications of this project.
 - ii. Use attached Pages 5-6 of Section One, B. Instruction to Bidders (Attachment 1: Addendum No. 2).
2. Cost Proposal for Project
 - a. Construction Documents Section
 - i. Both the *Soils Engineering and Surveying* task along with the *Fire Sprinkler Engineering* task have been added to this section of the table to reflect additional engineering needs for the project. Those changes are reflected in red writing and shall become part of the specifications of this project.
 - ii. Use attached Cost Proposal for Project (Attachment 2: Addendum No. 2).

The following questions and responses are included in this Addendum No. 2. They will provide clarification for the project:

1. **Question:** Due to the nature of the project being a bit underdeveloped in terms of square footage and size of the buildings for the Transit Center, is there any potential to renegotiate the fees for this project? Or do you want us to work in a contingency to cover us if the project grows?
Answer: The City would like for the Consultant to work in a contingency to cover themselves if the project grows.



2. **Question:** Will Fire Sprinkler Engineering be needed for both the Transit Center and the Community Facility Building?
Answer: Yes. Fire Sprinkler Engineering will be needed for both the Transit Center location and the Community Facility Building location. That has been added to the *Cost Proposal for Project* table. Please refer to *Attachment 2: Addendum No. 2* for further clarification.
3. **Question:** Will Soils Engineering and Surveying be needed for both the Transit Center and the Community Facility Building?
Answer: No. Soils Engineering and Surveying will only be needed for the Transit Center location. That has been added to the *Cost Proposal for Project* table. Please refer to *Attachment 2: Addendum No. 2* for further clarification.
4. **Question:** The RFP/RFQ response asks for 20 pages. Could you clarify whether that includes 20 pages of single-sided information only or 20 pages of double-sided information?
Answer: The maximum number of pages that can be submitted to the City is 20 pages of information. The Proposal should be double-sided. Please refer to *Attachment 1: Addendum No. 2* for further clarification on the Proposal format.

This completes the items included in this Addendum/Clarification No. 2 for the City of Lindsay, **RFP/RFQ for Design Services for Project 1. Transit Center & Project 2: Community Facility Building**. This Addendum cover page shall be signed and submitted with bid proposal along with Addendum/Clarification No. 1.

Contractor

- C. Monthly progress payments will be made to the CONSULTANT only upon submittal of invoices to CITY. Said invoice shall indicate the percentage completion of each task, as well as the overall percentage completion of the entire project. In addition, an updated schedule showing tasks and their degree of completion shall be provided.

Ownership of Reports and Documents: Originals of all documents, letters, drawings, design calculations, estimates, specifications, and other documents and data produced under the terms of the Contract shall become the property of CITY. CITY shall retain all rights in copyright. Copies may be made and retained by the CONSULTANT for its records but shall not be furnished to others without the written consent of CITY for a period of three (3) years from the date of acceptance, by CITY, of all requirements of this project.

Proposal Format and Content: Proposals shall be brief and include a concise address of the following information:

- A. Firm Experience:
 - i. A brief list of similar projects completed in the last five (5) years, indicate the specific relationship if other than principal and each firm's responsibilities. Descriptions of pertinent experience should include a summary of work performed, adherence to schedules, the duration of each project, and the name, title, and phone number of clients that may be contacted for reference.
 - ii. Other information that might aid CITY in ascertaining proposing firm's qualifications.

B. Consultant Team:

Name of prime consulting firm, subconsultant(s), names of principals, associates, project manager, and key personnel, their proposed level and areas of responsibility, and their qualifications/certifications in those areas. The CONSULTANT's Project Manager and key personnel will be an important factor considered by CITY.

- i. Any changes to personnel assigned to this project shall be made in writing to CITY. CITY reserves the right to reject any proposal with modified personnel.
- ii. If subconsultants are used, names of subconsultant's key personnel for the project, their professional experience, qualifications/certifications, and training, which are applicable to this project, and the scope of services that will be provided by each subconsultant.
- iii. The office location from which the CONSULTANT(s) shall operate along with telephone and/or cell number of the project manager.

C. Proposal Format:

- i. Proposals shall contain no more than twenty (20) pages. The cover sheet, table of contents, index sheets, and resumes are NOT included in that count. The Proposal shall

be double-sided, have a font that is no less than 10 pt., and can have either single or double-spacing. Cover letters will be counted as part of the twenty sheets. The City **REQUIRES** the use of recycled materials.

- ii. Proposals should include, but not be limited to, the following:
- ◆ Page numbering;
 - ◆ Table of Contents, if applicable;
 - ◆ Section dividers with tabs, if applicable;
 - ◆ Identification of offering firms, including name, address, and telephone number of each firm;
 - ◆ Prime CONSULTANT organizational chart, which includes subconsultant(s) with names and titles of personnel to be used for this project;
 - ◆ Licensure. Provide documentation demonstrating that Firm is a currently licensed architect or a registered professional engineer in the State of California. Architects and Civil Engineering Licensure will be verified by accessing California Department of Consumer Affairs at: <https://search.dca.ca.gov>.
 - ◆ Acknowledgment of receipt of RFP/RFQ addenda, if any;
 - ◆ Concise, complete response addressing each of the items, ‘a’ through ‘p’, as shown in the City’s “Consultant Selection Rating Form”; and
 - ◆ Exceptions to or deviations from the requirements of this RFP/RFQ, separating technical exceptions from contractual exceptions. Any alternative approach proposed by the CONSULTANT shall be thoroughly explained and shall meet the objectives of CITY.
 - ◆ Cost Proposal. The City has included the task required at each phase. Consultants shall follow the provided format and task descriptions. Consultants can add additional descriptions to the provided Task descriptions.

Cost Proposal for Project _____

Design Development Phase

| Task | Unit | Fee |
|---|----------|-----|
| Preliminary Site Plan | Lump-Sum | \$ |
| Boundary and Topographic Survey | Lump-Sum | \$ |
| Site Improvement Base Map | Lump-Sum | \$ |
| Preliminary Floor Plans | Lump-Sum | \$ |
| Preliminary Elevations of Buildings | Lump-Sum | \$ |
| Preliminary Cost Estimate of Construction | Lump-Sum | \$ |
| Preliminary Site Landscape/Design Concept | Lump-Sum | \$ |
| Total | | \$ |

Construction Documents

| Task | Unit | Fee |
|---|----------|-----|
| Civil Engineering | Lump-Sum | \$ |
| Architectural Drawings | Lump-Sum | \$ |
| Structural Engineering | Lump-Sum | \$ |
| HVAC Engineering | Lump-Sum | \$ |
| Plumbing Engineering | Lump-Sum | \$ |
| Electrical Engineering (incl. Title 24) | Lump-Sum | \$ |
| Technology Engineering | Lump-Sum | \$ |
| Soils Engineering and Surveying (Transit Center Only) | Lump-Sum | \$ |
| Fire Sprinkler Engineering | Lump-Sum | \$ |
| Interior Design | Lump-Sum | \$ |
| Site Landscape/Design Documents (if firm can provide) | Lump-Sum | \$ |
| Project Manual/Specifications | Lump-Sum | \$ |
| Project Cost Estimate of Construction | Lump-Sum | \$ |
| Building Permit Approvals | Lump-Sum | \$ |
| Total | | \$ |

Alternate Bid Items**Bidding Services**

| Task | Unit | Fee |
|--|----------|-----|
| Attend pre-bid conference | Lump-Sum | \$ |
| Respond to any requests for clarifications or information during bidding | Lump-Sum | \$ |
| Assist in reviewing bids | Lump-Sum | \$ |
| Total | | \$ |

Construction Administration

| Task | Unit | Fee |
|--|----------|-----|
| Attend pre-construction conference | Lump-Sum | \$ |
| Review and respond to submittals, substitutions, and shop drawings | Lump-Sum | \$ |
| Conduct site visits (3) | Lump-Sum | \$ |
| Final site observations walk-through, prepare 'punch-list' items for response and correction | Lump-Sum | \$ |
| Total | | \$ |