



# CITY OF FULLERTON

## **RFQ 4391 On-Call Professional Engineering Services Addendum No. 1 – Questions & Responses**

1. We are a firm of consulting engineers who specialize with public safety communication systems, including City-owned systems as well as ERRCS (Emergency Responder Radio Communications Systems) which are in-building system boosters generally provided by building-owners but are required to be approved by both the AHJ and the licensee of the frequencies being amplified by the system. Two of the services we provide for our clients is plan-checking the design and testing the systems.

Would any of these services pertain to your section on "Staff Augmentation Services" or are you primarily looking for public works related engineering?

**Response – Firms are welcome to submit for services they provide, however, this on-call is primarily for public works related services.**

2. Would it be possible to just submit for the Geotechnical and Materials testing? This is a specialty scope of engineering services.

**Response – Firms are welcome to submit only for services they provide under the appropriate category.**

3. Can we submit on 1 discipline?

**Response – Firms are welcome to submit only for services they provide under the appropriate category.**

4. Can you please confirm that a proposer is allowed to submit qualifications to only provide 1 specific service, like construction inspectors, if that is the service they choose?

**Response – Confirmed.**

The RFP also says to "Please provide list of other services that your firm provides which are not identified in the Scope of Work but could be beneficial to the City."

We would like to clarify how much detail is needed for those additional services are required.

**Response – Please keep brief and concise. City can ask for additional information. Excessive material is not required and will not be well received.**

5. Page 29 of the RFQ, the "Status of Past and Present Contract Form" mentions to submit a copy of this form "on the one (1) USB Drive requested." Can you please confirm that this form is to be included as part of our proposal package submitted on Public Purchase and that we are not required to submit this form on a USB drive to the City? Thank you.

**Response – Correct. Please include the "Status of Past and Present Contract Form" as part of the proposal as no USB drive proposal submissions will be accepted. Please see updated "Status of Past and Present Contract Form" below with the USB drive requirement language removed.**

6. We are interested in providing regulatory services. Would we be allowed to provide a bid just for that service?

**Response – Firms are welcome to submit only for services they provide under the appropriate category.**

7. Are subconsultants required to provide the "Status of Past and Present Contracts" form?

**Response – Prime is required. Subs are optional, but City reserves the right to request the form from subconsultant if deemed necessary.**

8. Since separate proposals are required for each category we propose on, can separate files be uploaded? Or do we need to upload a single .zip file that contains all of our submittals?

**Response – Separate files are required for each category. Separate files can be uploaded.**

9. Does a firm need to provide every service within a category to be considered?

**Response – No.**

10. How many firms will be selected for each category?



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Response – Actual number will depend on number of proposals received, but in general between 3 and 5 firms are expected to be selected for each category.

11. Within the Status of Past and Present Contract Form, there is a line that states, "Firm is required to submit a copy of the completed form(s) as part of the electronic proposal on the one (1) USB Drive requested." However, per the Submission of Proposal instructions within the RFQ it states, "Firm shall submit one (1) complete electronic copy of the proposal and (1) letter of transmittal for each applicable category through the City's eProcurement Portal via Public Purchase (www.publicpurchase.com)." Must a USB Drive be provided?

Response – See question 5.

12. Can we submit to a specific sub category? For example, under civil engineering specifically stormdrain, or do we have to submit to the civil category as a whole?

Response – Firms are welcome to submit for services they provide under the appropriate category.

13. For Construction Inspection Services, will the assigned Construction Inspector be using a City provided Daily Report Template or one their firm has provided them?

Response – Dependent on the type of project.

14. Can you please clarify what the Section VII form means by "Firm is required to submit a copy of the completed form(s) as part of the electronic proposal on the one (1) USB Drive requested."

Is the USB Drive sentence an error?

Response – See question 5.

15. Are the required forms in Section VII and VIII to be included as part of the appendix of the proposal?

Response – Inclusion in the Appendix is acceptable.

16. Does the City have a calibrated hydraulic model? What software package is used for the model?

Response – Yes, the City has a hydraulic model that was calibrated in 2016. The model was built using Innovyze InfoWater software.

17. Please expand on what type of surge analysis might be required.

Response – Examples of surge analysis may be required include but are not limited to; installation of new or replacement of pumps and wells; recommendations on control valve placement; locating potential sources of transients.

18. Our sample reports are 30+ pages each. Should any of these items be included in the Appendices of the proposal? We do not have a place internally to link the work to.

Response – If a link is not provided, provide as an Appendix. Excessive material is not required and will not be well received.

19. Can copies of key personnel licenses and certifications be included in an Appendix of the proposal? Can copies of our firm's laboratory certificates be included in the Appendix of the proposal?

Response – Copies of certificates, licenses, etc. are not required at this time.

20. Are there any stipulations on where the proposing company can be located?

Response – No.

21. If we are submitting for more than one category, are we able to submit multiple PDF documents through Public Purchase or should we combine each proposal into one PDF to upload?

Response – Upload separate proposals. Public Purchase allows submittal of multiple files.

22. Under item 4 of the Letter of Transmittal requirements (RFQ page 10), what is meant by "Relationship between proposer and sub-consultant if applicable"?

Response – Note if firms are legally connected (i.e. same owner), etc.



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23. The Status of Past and Present Contract Form on page 29 of the RFQ states: "Firm is required to submit a copy of the completed form(s) as part of the electronic proposal on the one (1) USB Drive requested." Does the City want a USB drive delivered in addition to the upload to Public Purchase?  
**Response – See question 5.**
24. Will the Private Land Development Plan Check services category include review of Water Improvements and Reports?  
**Response – Yes, Private Land Development Plan Check services may include review of onsite water improvement plans and water demand studies.**
25. Under Item (1) of "Proposed Staffing and Qualifications," the RFQ requests that "current position, education, experience, and applicable professional credentials of contract staff" be provided, but also says that "applicable professional credentials of 'key' contract staff only" should be provided, along with the length of time employed with the firm. Should proposals include the professional credentials of all proposed staff (including or excluding subconsultants), or only key staff?  
**Response – An extensive list of staff is not preferred. Provide information for the key staff only.**
26. For the "Status of Past and Present Contract Forms", please clarify if firms should list contracts that are currently ongoing, but have a possibility of ending in termination, settlement or litigation?  
**Response – Yes. Firms should list all contracts where the firm has provided services as a prime consultant or a sub-consultant within the last (5) years that have been closed or ongoing contracts with issues that could result in termination, settlement or litigation. A separate form must be filled out for each contract.**
27. Do subconsultants need to complete and sign the Status of Past and Present Contracts and Proposal Exceptions and/or Deviations forms as well?  
**Response – Prime is required. Subs are optional, but City reserves the right to request the form from subconsultant if deemed necessary.**
28. Is there one or more incumbent firm(s) under contract to the City of Fullerton at present for these on-call services?  
**Response – All the current on-call contracts will expire in Summer 2023.**
29. What was the total dollar volume of contracted services awarded under this/ these on-call contracts in 2022? What number of Task Orders did that total represent?  
**Response – Unknown. Task orders and dollar totals vary for each category.**
30. Are there any other land survey services which might be appropriate but have not been included in the list provided under Survey and Mapping? Is there any prohibition against proposing such services that the City might not have foreseen?  
**Response – Per page 11 of the RFQ, firms are welcome to provide other services that could be beneficial to the City.**
31. Is there any documentation or past report that the City of Fullerton has released that would be helpful to consult, as an example for instance of work expected in the Survey and Mapping category.  
**Response – None available.**
32. In the last year, what are the main categories of projects for which contracted On-Call Engineering Services were required?  
**Response – Water Engineering Design, Geotechnical Engineering and Material Testing, Survey and Mapping.**
33. How many contracted hours of professional engineering time have been utilized in each of these categories to support the City's efforts in each of the past three years?  
**Response – Unknown.**



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34. How do you expect that level of contracted support to change in the next three years?  
**Response – Significant changes are not expected at this time, but dependent on budget revisions.**
35. What was the total number of Task Orders issued for On-Call professional Engineering Services in 2022?  
**Response – Unknown.**
36. What kind of information systems are currently in use at the City of Fullerton?  
**Response – ArcGIS Desktop 10.8.1, ArcGIS Pro 3.0.1 and Central Square Enterprise Asset Management (Lucity) 20.3.**
37. Are there any specific requirements for the design topographic surveys, such as the level of detail needed?  
**Response – Design topographic surveys will be used to prepare detailed construction plans. Industry standard is expected. Final deliverable shall be approved and signed by a CA licensed land surveyor.**
38. Are there any specific requirements for tools to be used to perform aerial topographic surveys? Will the use of drones be acceptable or do these need to be performed by a plane or helicopter?  
**Response – No requirements. Industry standard accuracy and quality is expected. Final deliverable shall be approved and signed by a CA licensed land surveyor.**
39. What is the purpose of the boundary surveys and boundary analysis mentioned in the RFP and what is included in this service?  
**Response – The majority of right of way/property lines will be based on record maps, however, there may be situations that require detailed field and office survey to determine and/or confirm City right of way/property lines and as applicable, associated record of survey maps, corner records, etc.**
40. Page 29 - STATUS OF PAST AND PRESENT CONTRACT FORM:  
"Firm is required to submit a copy of the completed form(s) as part of the electronic proposal on the one (1) USB Drive requested."
- Question:  
Is this a requirement in addition to submitting via the City's e-Procurement portal, "Public Purchase"?  
**Response – See question 5.**
41. Page 12 - Fee Schedule:  
"The fee schedule shall include a comprehensive list of positions and labor rates for all services provided by the prime consultant and all subconsultants. Rates shall include all necessary resources including labor, equipment, materials, incidental report, transportation, etc. Any percentage markup of subconsultant invoices shall be specified."
- Question:  
About the rates for the Fee Schedule. Do you want us to include a companywide fee schedule, or rates just for the services we are offering in the proposal?  
**Response – Preferably, only the rates for the proposed services.**
42. How many firms does the City plan to select in each category?  
**Response – See question 10**
43. Page 10 of the RFP (Proposal Format and Content), second paragraph, states, "Links to sample work should be clearly labeled and identified in the proposal." In reviewing the RFP, this is the only mention of linking sample work. Is this a required element of the submittal? If so, will the City please define the body/bodies of sample work expected, acceptable file formats, size limits, and how the City would like the links to be included in the proposal?  
**Response – Sample work is not required.**



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44. Section II, Minimum Qualifications section states "verifiable experience." Please clarify what satisfies as verifiable.

**Response – Ability of City to confirm statements/information provided by proposer.**

45. Can pages be rotated to be 8.5 x 11 landscape?

**Response – Yes**

46. Section IV, Technical Proposal, Proposed Staffing and Organization section states "Proposed staffing and organization are to be presented by firm identified in the Scope of Work." Please clarify if this is a format requirement and if so, what it is.

**Response – No format requirement.**

47. Section VII, Past and Present Contracts Form - is this required for all closed projects in the last five years or only projects with settlement, litigation or terminated? Are subs required to complete this form also?

**Response – See question 26 and 27.**

48. Section 5.2E & 5.4E of the agreement, do they require the consultants to post a "Bond" or not?

**Response – Consultants under this on-call RFQ will not be handling City funds.**

49. The RFQ lists as a potential scope of service to be included: "Provide construction management support services". Could you clarify what is expected for these services? Are services only to include engineering construction support services (such as bidding support, shop drawing submittal reviews, responding to rfq's, record drawings, etc.) or full construction management?

**Response – Services are expected to involve full construction management.**

## SECTION VII

### STATUS OF PAST AND PRESENT CONTRACT FORM

Firm is required to complete and sign the form entitled "Status of Past and Present Contracts" provided in this RFQ and submit as part of the proposal. Firm shall list the status of past and present contracts where either the firm has provided services as a prime contractor or a sub-consultant during the past five (5) years and the contract has ended or will end in termination, settlement or litigation. A separate form shall be completed for each contract. If the contract was terminated, list the reason for termination. Firm must also identify and state the status of any litigation, claims or settlement agreements related to any of the identified contracts. If no contract ended in termination, settlement or litigation, a statement to that effect shall be made on this form. Each form must be signed by the firm's confirming that the information provided is true and accurate. Firm is required to submit a copy of the completed form(s) as part of the electronic proposal.

<b>Public Agency city/county/other:</b>	
<b>Contact name:</b>	<b>Phone:</b>
<b>Project award date:</b>	<b>Original Contract Value:</b>
<b>Term of Contract:</b>	
<b>1) Status of contract:</b>	
<b>2) Identify claims/litigation or settlements associated with the contract:</b>	

By signing this Form entitled "Status of Past and Present Contracts," I am affirming that all of the information provided is true and accurate.

Signature\_\_\_\_\_

Date\_\_\_\_\_

Name: \_\_\_\_\_

Title:\_\_\_\_\_