City of
VALLEJO
California

Engineering Division · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.5251

November 15, 2013

SUBJECT: **ADDENDUM #1 TO RFP**
RFP 201311 FOR ON-CALL CONSULTANT SERVICES

To Prospective Proposers:

The City of Vallejo Public Works Department appreciates your interest in the Request for Proposals (RFP) 201311 for On-Call Consultant Services issued on November 6, 2013. Attached, please find Addendum #1 for the above referenced RFP.

Please acknowledge your receipt of Addendum #1 by including it with your proposal submission. The deadline for submission of RFP 201311 On-Call Consultant Services has changed to: **December 2, 2013 at 2:00 PM.**

If you have any questions regarding this addendum, please contact Ms Sabrina Kelley, Interim Admin Analyst at (707) 649-3415.

Sincerely,

JILL A. MERCURIO
Assistant Public Works Director/ City Engineer

Acknowledgment of Receipt

_____
Prospective Proposer

_____
Date

THIS ADDENDUM # 1 MUST BE SIGNED AND ATTACHED TO THE PR0POSAL

City of Vallejo
Addendum #1 RFP 201311
For
On-Call Consultant Services

Please replace the RFP with the attached document. All substantial changes have been highlighted in yellow and are described below. All new language is bolded and underlined. Language that is crossed out is deleted from the RFP.

Cover page

Reference: Civil Design

Civil Design **& Surveying**

Reference: Table at the bottom of the page.

Date	Change
~~November 20~~	**December 2**
~~November 21-Dec 4~~	**December 3-13**
~~December 5-13~~	**December 16-20**
~~January 14~~	**Jan 28**

Page 2

Reference: Civil Design

Civil Design **& Surveying**

Reference: First paragraph

The City of Vallejo Public Works Department intends to retain qualified and committed consultants (firms) to provide on-call engineering in a broad arena of technical disciplines; to supplement City of Vallejo staff on various City projects including: construction, **design construction and surveying, hazardous material assessment, materials testing** services, geotechnical services and **traffic engineering.**

Reference: Date

~~November 20, 2013~~ **December 2, 2013**

Page 4.

Reference: Last sentence.

The contract(s) for these services will be established for a period *not to exceed ~~three~~* **five years**, *at a cost not to exceed ~~$200,000~~* ***$250,000*** *per year per contract.*

Page 5. Section 2 - Scope of Services

Reference: Construction Management

~~Receive~~ and process requests for inspection services; ~~provide~~ construction… **Resident engineer and/or inspection services primarily to handle**

Reference: Civil Design, 3rd paragraph

Civil Design **& Surveying**

. …. pavement delineation: **design and/or program oversight** **regarding** SWPPP **and erosion control**, **and SWPPP review and preparation.**

Page 7. Section 3 - Proposal Requirements

Reference: Standalone statement in bold after, b.

c. Proposal content must consist of the following, **and will be factored into the overall evaluation.**

Reference: Firm Description and Experience

Firm Description and Experience ***(20%)***

- ~~Provide a list of lead professional personnel by area of expertise; preferably an organization chart describing the staff available to handle the desired work. Provide a brief but detailed history of the number of years of experience with the current firm and other firm's education, professional registration, certifications, and qualified work experience relevant to the services requested. Use separate pages per person.~~

Page 8.

Reference: Approach to Completing Scope of Services

Approach to Completing Scope of Services ***(35%)***

Provide a list of lead professional personnel by area of expertise; preferably an organization chart describing the staff available to handle the desired work. Provide a brief but detailed history of the number of years of experience with the current firm and other firm's education, professional registration, certifications, and qualified work experience relevant to the services requested. Use separate pages per person.

~~description of how the firm provides the desired services and qualitycontrol to assure adequate level of service and successful project completion and management~~

Reference: Heading With Bullet and Percentage Added

Customer Service (10%)

- **A description of how the firm provides the desired services and quality control to assure adequate level of service and successful project completion and management.**

Reference: Fee Schedule and References (page 8 of the revised document)

Fee Schedule **(15%)**

References **(20%)**

Page 9

Reference: Section 4 - Submission Requirements

Please submit a single electronic **formatted** PDF ~~that can be formatted to print on 8.5x11pages. The maximum size limit of the proposal is 7 megabytes.~~ In addition, submit three (3) bound sets (one of which must be marked "Original") of the proposal in a **sealed envelope.**

Page 12

Reference: Questions

All responses will be made ~~known only~~ in writing

Page 15

Reference: Attachment A. Sample Agreement
~~CONSULTANT AND PROFESSIONAL SERVICES AGREEMENT~~

Deleted ~~(Pages 17-26)~~

Added: **Page 15-24**
A - Sample Agreement
DESIGN PROFESSIONAL SERVICES AGREEMENT

~~Page 26-27~~ (repeated)

Reference: ~~Exhibit A - Scope of Service~~

Deleted

~~Page 29 - 31~~

Reference: ~~Exhibit B - Compensation~~

Deleted

Page 26

Reference: Exhibit C - Insurance Requirements

Change - **Exhibit A.**

Reference: ~~Attachment B page~~

Deleted

Page 30

Reference: Fee Proposal

Added - **Other Costs:**