

Responses to Questions
Pre-proposal Conference held January 8, 2020
Engineering Services for Assistance with NPDES Permit Renewal Process
RFP No. 9053

The following clarifications were provided at the pre-proposal conference for the subject RFP held 2:00 pm, January 8, 2020 at the Regional San offices, 10060 Goethe Road.

1. p. 5 of 11 Proposal content and length.

The total proposal length of 30 pages includes the Transmittal letter. The Executive Summary letter referenced in item b., p. 6 of 11, is not the same as the Transmittal letter, and is included in the total 30-page count. The 30-page count does exclude Attachment A – Conflict of Interest and Non-Collusion Affidavit Form.

2. p. 6 and 7 of 11 Separate Project Costs

Paragraph e. states that any modifications to the project scope include impacts on the project schedule and cost. Paragraph i. requests that consultant include costs for additional tasks that the consultant may recommend adding. All costs, including those for proposed modifications or additions shall be clearly identified and included in the sealed project cost proposal, as described in paragraph j. Ensure that the level of effort for any proposed modifications to the project scope by the consultant team are clear, as described in paragraph g..

3. p. 6 of 11 Related Experience

Regional San is requesting a total of three clients that may be contacted regarding your proposed teams' related experience. If a significant amount of the work is to be subcontracted, include at least one client who can speak to the subcontractor's related experience.

4. p. 6 and 7 of 11 Project Schedule

Both paragraph d. Scope of Services and Schedule and paragraph k. Project Schedule state that a project schedule shall be submitted. Only one project schedule needs to be submitted with the proposal. The schedule can be referenced in response to paragraph d. and presented in response to paragraph k.

5. p. 8 of 11 Insurance

The summary of the firm's present and proposed insurance coverage can be a sample certificate of insurance and endorsement that details the insurance coverage. The requested insurance summary is excluded from the 30-page total proposal length.

6. p. 8 of 11 References

Paragraph o. requests a minimum of three public agency contacts for which your proposed project manager and key team members have proposed similar services. This is requesting at least three contacts for the team and manager combined, not three for each individual member of the team.

7. p. 9 of 11 Number of Hard Copies of Proposal

Paragraph 8. Submittal Instructions, incorrectly requests ten (10) original hard copies of the proposal. As stated in paragraph r. Proposal Documentation, five (5) hard copies of the original proposal, with one copy of the cost proposal in a sealed envelope, and one electronic digital media copy (that does not include costs) are requested.

8. Attachment A – Conflict of Interest and Non-Collusion Affidavit Form

Submittal of the Conflict of Interest and Non-Collusion Affidavit Form is required from the prime consultant and all proposed sub-consultants.