

Question and Answers for RFP 21-0118 - Professional Engineering and Architectural Design Services to Public Works Light, Power, and Traffic for New Administration and Operations Building

- Q1 Is there a page limit on the proposal?
- A1 This is covered in Section 3.01 Submittal Requirements in the RFP.
- Q2 Is there an estimated construction cost or project budget that the City is working toward on this project?
- A2 The City has budgeted \$5,550,000 for construction in '23 for this project as of publication of this RFP.
- Q3 In the Budget section 2.02 the RFP indicates that the City has budgeted \$400,000 for the needs study and development of construction documents. Would construction administration services be expected within this budgeted amount as well or is that budgeted separately?
- A3 Section 1.01 addresses this question, "Bidding phase services will be amended to the initial contract based on the results of the design work. A separate agreement will be completed for the construction administration services portion of the project. Contract work may not exceed the budgeted amounts in any given year."
- Q4 For Task Series 3, are you looking for a response in the RFP to these items? If so, Items 1 and 2 seem to conflict. It appears to be asking for a breakdown of our fees, but then says not to included them in the RFP. Can you clarify what is expected?
- A4 #1 below is a request for standard FEEs (costs to the City) for hourly staff and related items (printing, etc.)
#2 below requests a breakdown of FEEs (costs to the City) for individual tasks as outlined in the RFP and also address the bidders COSTs; we do not want bidders COSTs or profit margins to be included in any of the bid documents.
#3 Contains errors - this RFP does not include well or wellfield related items but should address the development plan for the proposed parcel for the operations and administration building.
- Q5 Also for Task Series 3 – What is this wellfield referred to in Item 3? We don't see reference to this anywhere else in the RFP.
- A5 The City will be issuing an addendum to the RFP to remove the current task 3 and revise it.
- Q6 For the Evaluation Criteria there are 10 pts allocated for "Work Pricing, Breakdown and Schedule" The RFP indicates that work is budgeted at \$400,000 and as referenced above in Item 2 of Task 3 indicates that costs are not to be included I the RFP. The RFP also doesn't appear to request a schedule. Can you please clarify what is expected in our submission and if these items will be evaluated as indicated?

A6 The currently budgeted amount of \$400,000.00 is for informational purposes only as an indication as to the City's expectations for the estimated cost to the City for the completion of the tasks outlined in the RFP. The City expects that the bid offer will include the bidder's standard fees for hourly employees and related items and also includes a breakdown of the fees (costs to the City) for completion of the tasks outlined in the RFP. Additionally, the City expects that the bidder will provide an expected timeline (schedule) of events/action items/benchmarks that make up the bidder's approach to the successful completion of the tasks outlined in the RFP. The City will evaluate the approach, expected timeline/schedule/benchmarks, and proposed bid amounts to evaluate, in part, the value of the bid to the City for the RFP project.