

On-Call Environmental Consulting Services RFP

Updated 7/10/09

The following table presents questions and answers regarding the CEQA services RFP. Additional questions and answers will be posted as they are received.

RFP Page/Section	Topic	Question	Answer
Page 8-9, Section 3.a,c	Sub-consultants	Should the respondent identify specific sub-consultants as definite team members or provide a list of potential sub consultants that could be used for any given project?	Respondents should provide a list of the potential sub-consultants that the respondent could use in the preparation of environmental documents. If selected, the respondent would identify the specific sub-consultant at the time a proposal for an individual project is submitted.
Page 9, Section 3.g	Work Samples	Does the City wish to receive a complete EIR as a work sample?	Representative sections of environmental documents prepared by the respondents are sufficient. 7/7/09 Update: Respondents may include chapters of different EIRs and/or representative Initial Study/Negative Declaration they have prepared. If full documents are provided, one hard copy with the remainder copies in CD-ROM is sufficient. If sections of documents are provided (<20 pages), hard copies are requested. Respondents may also provide a list of environmental documents that have been prepared for local jurisdictions and include the reference and contact information for those local jurisdictions.
Page 9, Section 3.k	Standard Billing Rates	Does the City wish to receive the hourly rates of specific staff members, or ranges for staff classifications (Principals, Project Managers, Environmental Analysts, GIS, etc)?	Respondents should include the hourly rates for staff classifications.
Page 9, Section 3.l	Selection Committee	Can you identify the names or job titles and roles of these individuals?	The Selection Committee has not been formed yet. Their members will be introduced at the time of interviews.
Page 9, Section 4	Work Plan	Clarify the level of detail to be included in the work plan.	Understanding that actual work plans for individual projects will vary based on project description, complexity, etc, the work plan requested as part of the RFP should provide a typical task list for the preparation of an environmental document (Negative

			Declaration and EIR) and the deliverables, if any, for each task. The plan should also include a reasonable estimated time for the completion of each task. It is also understood that these time estimates will vary from project to project.
Page 9, Section 7	Fee	Is the submittal of a current fee schedule or the breakdown in cost for some previously prepared CEQA documents sufficient?	The breakdown in cost at the current billing rate for some CEQA documents prepared by the respondents would be sufficient. Alternatively, respondents could provide a breakdown in cost associated with the work plan required under Section 4. Submittal of the current fee schedule alone would not be sufficient.
7/8/09 Update Page 10	Sub - consultants	Is there a list of approved sub consultants, as stated in the last paragraph of page 10?	There is currently only a list for approved traffic sub consultants as follows: <ol style="list-style-type: none"> 1. Fehr & Peers 2. DKS Associates 3. MRO Engineers, Inc. 4. Dowling Associates, Inc 5. TJKM Transportation Consultants
7/10/09 Update Page 10	Sub - consultants	Can the respondents include their own traffic study services in their proposals?	For the moment, the selected consultant(s) will be expected to coordinate with the City's on-call traffic sub consultants under the direction of the Public Works department. This does not preclude the possibility in the future to have the selected consultant(s) include their own traffic subs or in-house traffic services when bidding on projects.
7/7/09 Update: General	RFP/Sample Contract	How will inconsistencies between the RFP and the sample contract be resolved?	The sample contract provided is for reference purposes only. Any inconsistency between the RFP and the sample contract will be resolved after the selection process, prior to contract approval.
7/8/09 Update General	Contract Term	Can you provide guidance on the term of the contract?	It is expected that contracts will last between 2-3 years.