

**REQUEST FOR PROPOSAL (RFP)  
ENVIRONMENTAL SUPPORT SERVICES  
FOR THE CITY OF STOCKTON, CALIFORNIA  
PUR 23-010**

ADDENDUM No. 1

DATE: 02/17/2023

To All Potential Proponents:

**A. This Addendum shall be considered part of the proposal documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original proposal documents, this Addendum shall govern and take precedence. PROPONENTS MUST SIGN THE ADDENDUM AND SUBMIT IT WITH THEIR PROPOSALS.**

**B. Proponents are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each Proponent's Proposal is submitted with full knowledge of all modifications and supplemental data specified herein.**

**PLEASE NOTE THE FOLLOWING QUESTIONS/ANSWERS/CHANGES TO PUR 23-010. THE CITY'S RESPONSES TO QUESTIONS SUBMITTED ARE IN BLUE**

**Solicitation Changes**

**1. Requirement is changed to:**

**4.2 REFERENCES (Page 6)**

Submit three (3) references of current and/or previous clients. References for current clients should only be listed if the performed scope involves a completed project element comparable in scope to this solicitation. Provide the following for each reference:

- Brief overview of the project
- Project location
- Dates of project
- Name and title of a current contact person, email address, and phone number
- **Removed:** Submit three (3) references of previous clients for which you provided similar services of size and scope. Provide the following for each reference:

**Questions & Answers**

1. The RFP indicates that both hard copies and electronic copies are required. Is this requirement written accurately and that two types of submittals are required? Or may we deliver the proposal Electronically only?

No. Proposals must be submitted via hard copy and electronic copy as indicated in Part 5.0, Submission Guidelines of the original solicitation.

2. On the City of Stockton website, on the Bid Flash page in the first paragraph, there is a link "To subscribe to email notifications, please visit Ask Stockton and sign up for Bids/Contracts and Proposals." The link does not work. Is there another link or a different method to subscribe?

This is a system error that procurement is currently working on fixing. You can visit the following site below and click on the Ask Stockton Request Portal. Then click Procurement, then Supplier/Bidder List, and make a request for Supplier/Bidder List. Enter detail as if you are submitting a request and then click submit. A pop-up will then allow you to fill out your information and submit your contact information. This will allow you to get an account and log onto Ask Stockton. For further assistance, contact Stockton Bids at [stocktonbids@stocktonca.gov](mailto:stocktonbids@stocktonca.gov) or (209)937-8357.

<https://www.stocktonca.gov/government/departments/manager/askstockton.html>

3. We assume that HUD is the only agency needing NEPA documents. Please confirm.

HUD is anticipated to be the only Federal entity requiring NEPA documentation.

4. Are there any known projects that you anticipate awarding under this contract?

The known projects under Task 1 are identified on page 6 in the solicitation. The projects that would fall under Task 2 are not known at this time.

5. We assume that a Contractor's License is not required for this proposal. Please confirm.

Correct. A Contractor's License is not required.

6. How many firms does the City anticipate in selecting for this contract?

The City anticipates selecting one contractor per task, although one contractor may be awarded more than one task.

7. Exhibit 3, Proponent's Fee Schedule indicates that "no changes shall be made to the job classification title listed." Several of the job classification titles are not consistent with our firm's title categories. Can titles be modified for the proposal or are firms expected to conform with the job classifications listed?

The City will allow the proponents to modify the classification titles in accordance with their organizational structure, but each offer must conform to the tiering provided in Exhibit 3.

8. Task 2: On-Call Housing Environmental Review Support – Is the City anticipating the Proponent will prepare the CEQA/NEPA documents or is the City anticipating the Proponent will provide peer-review of Applicant-provided CEQA/NEPA documents?

For Task 2, the City anticipates the Proponent will provide a peer review of the Applicant-provided CEQA/NEPA documents and the Proponent will provide guidance to the City in its role as the Responsible Entity for HUD environmental reviews.

9. Regarding signing authority - if one person is an officer, does the second signer also need the power of attorney?

If any signer is not an officer, then a power of attorney is needed.

10. For the references, are we able to list current clients with ongoing projects/contracts? The RFP states previous clients.

Yes. Proponents must submit three (3) references of current and/or previous clients. References for current clients should only be listed if the performed scope involves a completed project element comparable in scope to this solicitation.

**PROPONENT MUST ACKNOWLEDGE THIS ADDENDUM BY SIGNING BELOW AND ATTACHING THE SIGNED ADDENDUM TO THE PROPOSAL:**

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Proposals Due** – Promptly by 2:00 P.M., Thursday, March 2, 2023, at the City Clerk’s Office.

-----City of Stockton Use Only below this line-----

Addendum acknowledged and signed? \_\_\_\_\_ (Procurement Specialist’s initials)