

VISION ZERO ACTION PLAN CITY PROJECT NO. WT23042

QUESTIONS AND ANSWERS

1. The cover page lists the due date for proposals as 11/8/23. However, pp. 9 and 14 of the RFP state proposals are due on 11/2/23. Can the City confirm the intended deadline?

Request for Proposals is being extended to November 15, 2023.

2. Additionally, would the City consider granting a **1-week extension** to the proposal deadline to allow for more time between issuing final addenda and the proposal deadline (i.e., 1 week instead of 2 days)? Proposals will need to be in production two days before the deadline to facilitate the delivery of printed copies.

We anticipate addressing comments substantially before two days, which will allow time for consultants to facilitate printing and delivery.

3. The RFP does not specify any deliverables for Task 3. Is this intended, or are deliverables missing from this task description?

Deliverables are the data collected as part of this task.

4. Tasks 13 and 14 are both named "Draft and Final Vision Zero Action Plan" but Task 14 describes the creation and hosting of a project webpage. Is there a different/corrected name for Task 14?

Follow Task 13 and Task 14

5. Would the use of font sizes smaller than 10 points be permitted specifically within tables, in image captions, and/or figure headings?

Follow "Required Proposal Content" in Request for Proposals.

6. Can the City clarify what is meant by a **Microsoft** Project Schedule? Is there a specific format or template this schedule should be provided in, or will any format of graphic schedule detailing key dates, milestones, and critical path be accepted?

City does not have a specific format or template. Schedule can be prepared using the latest version of Microsoft Project software.

7. Will the required forms be counted toward the overall 35-page count?

Required forms will not be counted towards the page limit.

8. Are subconsultants required to complete the required forms?

Subconsultants are required to complete the required forms.

9. Will subconsultants also be required to obtain a Stockton business license?

Subconsultants are not required to obtain a Stockton business license.

10. Labels: There are several ways you are requesting the package be labeled. The RFP states, "Each sealed proposal shall be marked "PROPOSAL" and shall indicate the project name, number, and proposal opening date", "The proposal should be sealed in an envelope which is clearly marked on the outside with "VISION ZERO ACTION PLAN, Project WT23042", and "Submittals shall be placed in a clearly marked envelope with the Project Name and Number marked clearly on the envelope." Can you please clarify how you would like the package labeled?

Follow "Proposal Submissions" in Request for Proposals.

11. Does the City have a budget for the design services for this project? If so, can we please get the amount?

The budget for the design is yet to be determined based on the outcome of the plan.

12. Please confirm the forms (Non-Collusion Declaration, Department of Industrial Relations Labor Compliance Self-Certification Form (Exhibit A), Title VI Self-Certification Form (Exhibit B), Non-Collusion Declaration Form (Exhibit D), and our proof of registration from the Department of Industrial Relations) are not in the page count and can be placed in an Appendix.

These items are not counted towards the page count.

13. The RFP states, "If a response warrants an addendum to the RFP, such addendum will be posted on Bid Flash at least two days prior to the proposal due date". Can you please answer the questions before the date specified so we can format/complete our submission and send out overnight in a timely manner?

We anticipate addressing comments substantially before two days, which will allow time for consultants to facilitate printing and delivery.

14. The RFP states, "The body of the technical proposal shall not exceed 25 pages with a minimum font size of 10. The maximum allowable length is exclusive of any folder, cover, or section dividers. Proposals shall be no more than 35 pages, including resumes and the cover letter". Since you are requesting a Table of Contents, please confirm that it will not be part of the 35 pages.

Follow "Required Proposal Content" in Request for Proposals.

15. The RFP states, "6.3 Executive Summary - The Executive Summary shall include a summary of the proposal, emphasizing the approach to be taken and including a work plan, schedule, and description of the capabilities of the Consultant and sub consultant". You are requesting the work plan and schedule in other sections. Please clarify what you information you want for the work plan and schedule in the Executive Summary.

The "Executive Summary" typically provides a general overview. Other sections would be utilized for in-depth discussion about approach etc.

16. The RFP states, “6.6 Detailed Work Plan - Information on software which will be used to prepare all working documents and final documents shall be provided to the City. Does the City have preferred software programs?”

City uses the Microsoft Office Suite.

17. The project scope does not include public works, but planning services. Would Stockton be willing to (i.) remove requirements for registration with the California Department of Industrial Relations and (ii.) remove public works related provisions such as prevailing wage provisions?

Refer to the Instructions to Proposers. “Only vendors/contractors that are subject to the public works statutes would be required to register. A&E firms that are not doing or subcontracting out tasks subject to public work requiring prevailing wages are not subject to registration and public works laws. Design work is not subject to prevailing wages and, therefore, not considered public work, and the firm does not have to register. For example, A&E tasks that are subject to public works laws would be surveying, soil testing, material testing, and building/construction inspection, as there are prevailing wage determination for these works. “

18. As this is a planning project, would City of Stockton confirm that the indemnity provision which states “Design Professional” may be modified to state “professional” instead if the proposer is not an engineer?

City will not be modifying the INDEMNIFICATION AND HOLD HARMLESS language of the contract.