

# Memorandum



May 12, 2021

Date

All Interested Parties

To

**Request for Proposals:**

**Laguna Creek Inter-Regional Trail Master Plan**

Subject

On April 26, 2021, the City released the above referenced Request for Proposal. Questions on the proposal needed to be received no later than May 12, 2021. As of that date, the City has received the following questions. Responses are provided below.

## Questions Received May 6:

### **Question 1:**

*Can you provide a copy of Attachment C? There is a PDF icon with a file name, but it doesn't link to anything or open.*

### **Answer 1:**

Attachment C, Grant Agreement for the Laguna Creek Inter-Regional Trail Master Plan has been posted to the City website with the RFP.

### **Question 2:**

*Can you confirm the anticipated budget for the consulting services for this project? The project page on the City's website states a \$350,000 total for the project, including the STPG award of \$200,000.*

### **Answer 2:**

The anticipated budget for this project is \$350,000.

### **Question 3:**

*Does the City have topo or is a survey going to be required?*

### **Answer 3:**

The City does not have complete topo for this corridor although much of the corridor is developed or in development and plans and topo for specific areas may be available. The LCIRT Master Plan is expected to be a planning document and may not require a topographical survey to meet the needs identified in the RFP.

**Question 4:**

*Is Microstation required (named in Task 3b), or would a similar program such as Infracore or Lumin be acceptable?*

**Answer 4:**

The City will accept the use of MicroStation or a similar program provided that the program used is able to meet the needs identified in the RFP.

Questions Received May 11:

**Question 5:**

*In contract section 13 (Notice to Proceed) it states that a Notice to Proceed shall not be issued until all necessary bonds and insurances have been received. Can the City confirm that bonds are not required for this project?*

**Answer 5:**

Bonds are not required for this project.

**Question 6:**

*Is the desired or grant-required period of performance from July 2021 to February 2023?*

**Answer 6:**

The contract period of performance is anticipated to be from July 2021 to February 2023.

**Question 7:**

*Will the City require a detailed fee estimate in addition to Table 1, such as a 10-H?*

**Answer 7:**

Table 1 is required to be completed. Additional fee information may be provided as needed to ensure criteria are adequately addressed per the Guidelines for Proposals (#7) and the Evaluation Criteria.

**Question 8:**

*If a detailed fee estimate is required, will proposers be permitted to list key staff by name and have classifications rates to accommodate junior staff?*

**Answer 8:**

Classification rates are acceptable for junior staff.

**Question 9:**

*Can the City confirm that an electronic submittal (in ADA compliant PDF) fully replaces a hard copy submittal and its requirements?*

**Answer 9:**

Yes, an ADA compliant PDF electronic submittal can be done in place of a hard copy submittal. Per the Electronic Submission guidelines of the RFP, consultants shall be responsible for ensuring that proposals submitted electronically are received by the City Clerk prior to the deadline.

**Question 10:**

*P. 2, Demonstrations. Does the City anticipate requiring a demonstration for this proposal? If so, what would that entail?*

**Answer 10:**

The City does not anticipate requiring a demonstration for this proposal.

**Question 11:**

*P. 19, Section 15 of Contract – Property of City. Please confirm that “materials prepared by Consultant...” and “work made for hire” means materials, reports, drawing, etc. prepared by the Consultant in the performance of the scope of work and that it does not include softwares, methodologies, and tools developed independently by the Consultant.*

**Answer 11:**

That is correct. The City will own any materials developed in the performance of the scope of work of the contract. But, it would not have an ownership claim to preexisting work product or intellectual property of the consultant (e.g. software, methodologies, and tools) or work product or intellectual property created independently by the consultant outside the scope of work of the contract.

Questions Received May 12:

**Question 12:**

*It is our understanding that the following accessibility components are to be included in the compliant proposal document:*

- *Searchable text*
- *Images with Alt Text*
- *Document bookmarks*
- *Add tags*
- *Logical reading order (left-to-right) in tables*
- *No background images or watermarks*
- *Table rows that don't split across pages*

*Could the city kindly confirm this understanding is correct or advise on modifications?*

**Answer 12:**

Ensuring a PDF document is accessible can be checked with the Accessibility Tool in Adobe Acrobat Professional. Information on creating and verifying accessibility of PDF documents is available at [this link](https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html#check_accessibility_of_PDFs) (https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html#check\_accessibility\_of\_PDFs).

**Question 13:**

*Could the City please advise as to the minimum font size desired?*

**Answer 13:**

No minimum font size is required, though the proposal should use an easy to read font size and style.