



*City of Arts & Innovation*

**RFP No. 2271**

**PHASE 2 GENERAL PLAN UPDATE -  
GENERAL PLAN, SPECIFIC PLANS, ZONING CODE AND ENVIRONMENTAL  
IMPACT REPORT**

**AND**

**CLIMATE ACTION AND ADAPTATION PLAN AND ENVIRONMENTAL IMPACT  
REPORT**

**Addendum No. 3**

**06/29/2023**

**\*\*\* ACKNOWLEDGEMENT OF THIS ADDENDUM IS REQUIRED \*\*\***

Please acknowledge all addenda electronically via the City's electronic bidding website as part of your proposal before the deadline. Failure to acknowledge an addendum will immediately cause your proposal to be deemed non-responsive. Unless otherwise stated, all other items in this Request for Proposals remain unchanged.

This Addendum contains the following: Schedule modification, specification corrections/clarifications and responses to questions.

Currently reads as follows:

1. On Page 5 (pdf 8), Section 2.0 – Tentative Schedule of Events:

<b>Event</b>	<b>Date</b>
<b>Request for Proposals Released</b>	April 28, 2023
<b>Mandatory Pre-proposal Virtual Conference</b>	May 12, 2023 at 10:00 am
<b>Questions from Consultants Due</b>	May 19, 2023 by 3:00 pm
<b>Second Mandatory Pre-Proposal Meeting</b> (Only required for those not in attendance at the first meeting held on 05/12/2023)	June 9, 2023 at 10:00 am
<b>Second Round of Questions Due</b>	June 23, 2023 by 3:00 pm
<b>City Responses to Questions Provided</b>	June 30, 2023

<b>Proposals Due</b>	<b>July 7, 2023 by 5:00 pm</b>
<b>Staff Review of Submitted Proposals</b>	July 28, 2023
<b>Consultant Interviews</b>	Before August 4, 2023
<b>Recommended Consultant Identified</b>	August 11, 2023
<b>Negotiation of Professional Services Agreement and Scope of Work Terms</b>	September 15, 2023
<b>Anticipated City Council Approval of Professional Services Agreement</b>	October 17, 2023

2. *On Page 57 (pdf 60), Exhibit F – Cost Proposal:*

The Consultant **shall not include** Exhibit E – Cost Proposal within their Planet Bids Response File or General Attachments. Exhibit E – Cost Proposal shall only be uploaded within Consultant’s Cost File. Costs for services provided shall be all-inclusive for each work component necessary to complete each deliverable and include all travel, mileage, lodging, materials, printing, faxing, indirect expenses, individual expenses, overhead, payroll, etc. City will not be responsible for reimbursing Consultant for any charges not included in the Cost Proposal pricing that are incurred in securing these requirements and services. Each deliverable proposed shall have a single cost.

3. *On Page 11 (pdf 14), Section 10.0 – Proposal Format and Content:*

**10.0 Proposal Format and Content**

Proposals shall adhere to the following format for organization and content. Proposals must be typed and arranged/divided in the following sequence to facilitate evaluation:

- Cover Letter (2 pages)
- Scope of Services and Deliverables (Total of 30 combined pages for the Phase 2 GP and CAAP Scopes [Exhibits A and B], plus unlimited pages exclusively for Task 3 – Community Outreach and Engagement [Exhibit C])
- Staffing Plans (Up to 5 pages for the Phase 2 GP and 5 pages for the CAAP – not including resumes or other materials to satisfy prerequisites/firm qualifications)
- Schedule and Gantt Chart (no limit – separate schedules shall be provided for the Phase 2 GP and the CAAP, plus a third summarizing the integration of the two projects highlighting key areas of project overlap)
- Cost Proposal (separate document) (no limit – separate cost proposals shall be provided for the Phase 2 GP and the CAAP and a summary of the overall project cost)

A description of each of the five required sections is provided below. Instructions for the Staffing, Schedule, and Cost Proposal are attached as Exhibits D, E and F.

4. *On Page 55 (pdf 58), Exhibit D – Staffing Proposal:*

The staffing plan shall also indicate the company address and phone number of each Consultant and Sub-Consultant, the type of organizational entity (corporation, sole proprietorship, etc.), and any supplemental information that may be pertinent to the City. The Consultant shall identify all Sub-Consultants to be assigned to the project, including a description of each Sub-Consultant, the services each Sub-Consultant shall provide, and a link to each Sub-Consultant’s website and/or qualifications information.

Resumes are not required for administrative personnel or individuals with minor or supporting roles in the project.

Will now read as follows:

1. On Page 5 (pdf 8), Section 2.0 – Tentative Schedule of Events:

Event	Date
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<b>Second Round of Questions Due</b>	June 23, 2023 by 3:00 pm
<b>City Responses to Questions Provided</b>	<u>On or before</u> June 30, 2023
<b>Proposals Due</b>	<b>July <del>7</del><u>11</u>, 2023 by 5:00 pm</b>
<b>Staff Review of Submitted Proposals</b>	July <del>28</del> , 2023
<b>Consultant Interviews</b>	Before August <del>4</del> <u>11</u> , 2023
<b>Recommended Consultant Identified</b>	August <del>11</del> , 2023
<b>Negotiation of Professional Services Agreement and Scope of Work Terms</b>	September <del>15</del> , 2023
<b>Anticipated City Council Approval of Professional Services Agreement</b>	October <del>17</del> , 2023

2. On Page 57 (pdf 60), Exhibit F – Cost Proposal:

The Consultant **shall not include** Exhibit ~~E-F~~ – Cost Proposal within their Planet Bids Response File or General Attachments. Exhibit ~~E-F~~ – Cost Proposal shall only be uploaded within Consultant’s Cost File. Costs for services provided shall be all-inclusive for each work component necessary to complete each deliverable and include all travel, mileage, lodging, materials, printing, faxing, indirect expenses, individual expenses, overhead, payroll, etc. City will not be responsible for reimbursing Consultant for any charges not included in the Cost Proposal pricing that are incurred in securing these requirements and services. Each deliverable proposed shall have a single cost.

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- Staffing Plans (Up to 5 pages for the Phase 2 GP and 5 pages for the CAAP – not including resumes or other materials to satisfy prerequisites/firm qualifications)

•o Alternatively, resumes, firm qualifications and prior experience provided to satisfy prerequisites may be provided as a clearly identified supplemental exhibit

- Schedule and Gantt Chart (no limit – separate schedules shall be provided for the Phase 2 GP and the CAAP, plus a third summarizing the integration of the two projects highlighting key areas of project overlap)
- Cost Proposal (separate document) (no limit – separate cost proposals shall be provided for the Phase 2 GP and the CAAP and a summary of the overall project cost)

A description of each of the five required sections is provided below. Instructions for the Staffing, Schedule, and Cost Proposal are attached as Exhibits D, E and F.

4. *On Page 55 (pdf 58), Exhibit D – Staffing Proposal:*

The staffing plan shall also indicate the company address and phone number of each Consultant and Sub-Consultant, the type of organizational entity (corporation, sole proprietorship, etc.), and any supplemental information that may be pertinent to the City. The Consultant shall identify all Sub-Consultants to be assigned to the project, including a description of each Sub-Consultant, the services each Sub-Consultant shall provide, and a link to each Sub-Consultant's website and/or qualifications information.

Resumes, prior experience and related information about firm qualifications and satisfaction of required Prerequisites pursuant to Section 5.0 - Prerequisites of this RFP may be included with Exhibit D – Staffing Proposal and shall not be subject to page limits. Alternatively, these materials may be submitted separately as a supplemental exhibit. Resumes are not required for administrative personnel or individuals with minor or supporting roles in the project.

**Question # Question**

1. Page 2 of Addendum No. 2 of the RFP, released on 6/20/2023, mentioned:

"The City will not consider a Time and Materials-based proposal. Proposers submitting a Time and Materials-based proposal will be considered non-responsive [Emphasis Added]. The City of Riverside will pay the Consultant based on each deliverable so the cost proposal must be clear on the cost of each. The Consultant and all Sub-consultants will be subject to this requirement. Typically, the City payment breakdown includes 80% of the total cost paid for an acceptable DRAFT deliverable with the final 20% paid for an acceptable FINAL deliverable; however, these proportions are negotiable. This will not apply to administrative type tasks (meetings with staff, community meetings, etc.). The City reserves the right to reject any DRAFT or FINAL deliverable."

1 Also, Exhibit E (Schedule Proposal) of the original RFP (page 56 of 82) mentioned:

"Consultant must provide a Work Breakdown Structure (WBS) that includes all project tasks budgeted on a time and materials basis and containing an initial estimate of total hours to complete the project, illustrated by Task and Subtask [Emphasis added].

Consultant should also provide a Rough Order of Magnitude (ROM) cost for the preliminary cost based on hours and anticipated staff per Task and Subtask. Consultant is responsible for completing a Detailed Scope of Services and Definitive Cost to attach to the project Task Order prior to execution."

In reference to above statements, please kindly respond to the following questions:

a. Considering the request is made NOT to provide a time and material (T&M)-based proposal, do the respondents need to provide detailed, task-level and staff-level effort breakdown requested in Exhibit E? If the detailed breakdown is not required, please provide a preferred way to show effort breakdown at the task-level.

2. Exhibit F – Cost Proposal, Page 57 of 82 of the original RFP mentioned

"The Consultant shall not include Exhibit E – Cost Proposal within their Planet Bids Response File or General Attachments. Exhibit E – Cost Proposal shall only be uploaded within Consultant's Cost File."

a. Is it fair to assume in the statements highlighted above that RFP Evaluate Team is requesting "Exhibit F – Cost Proposal" to be withheld from Planet Bid Response file and General Attachments?

3. Moreover, please refer to the following statement in Exhibit E (Schedule Proposal) of the original RFP (page 56 of 82)

"Consultant must provide a Work Breakdown Structure (WBS) that includes all project tasks budgeted on a time and materials basis and containing an initial estimate of total hours to complete the project, illustrated by Task and Subtask [Emphasis added]."

a. In the context of the above guidance included in Exhibit E – Schedule Proposal requesting the including of detailed effort-level breakdown, which may inadvertently reveal cost proposal information, does the RFP Evaluate Team wish to request Exhibit E – Schedule Proposal be separately submitted separately from Planet Bid Response file and General Attachments as well?

4. Page 2 of Addendum No. 2 of the RFP, released on 6/20/2023, mentioned

"On Page 57 (pdf 60), Exhibit F Cost Proposal:

Payment for each deliverable will be split based 1) draft deliverable and 2) final document acceptance. The City will provide 80% payment for services for draft deliverables once accepted and 20% when the final document is delivered (draft-final split may be negotiated for individual deliverables)."

a. For tasks where full draft deliverable may not occur for few months following the start of the task, is City of Riverside amenable of structuring payments associated with the draft delivery based on the additional interim milestones achieved beyond those identified within the task specified in the proposal? For example, a task related to analysis and report development may include interim milestones such as 1) preparing analysis plan, 2) data and information gathering, 3) completion of analysis, 4) preparation of draft report, etc.

5. On May 12, 2023, the City hosted a "Mandatory Pre-Proposal Meeting". On June 23, 2023, the City hosted a "Second Mandatory Pre-Proposal Meeting", attendance for which was not required for during which was not required for those in attendance at the first meeting.

a. Would the City be willing to share a combined list of attendees from both meetings as well as an account of notable questions addressed during both calls so that any additional partnering opportunities may be considered?

b. Additionally, is there an account of notable questions addressed during both calls available to share, given there may have distinctly different questions addressed verbally during the each of the individual calls?

6. We missed the Pre-Bid Meeting. Can we still submit a proposal for this procurement opportunity?

Is the City interested in inclusion of the prime consultant's qualifications and experience (separate from staff resumes) with similar projects? If so, how and where in the proposal should that be included, and how will qualifications of the prime firm and the sub-consultants be used in project evaluation, as currently there is no weight assigned to firm or team qualifications? To expand on this question, Exhibit D: Staffing Proposal asks proposals to include link to each sub-consultant's website and/or qualifications information. However, neither here nor anywhere else qualifications of the prime consultant are asked for. The Evaluation Criteria (page 16 of RFP) does not list qualifications of the prime or the sub-consultant (aside from under Capacity in terms of staff with requisite expertise). The very last page of the RFP under references does ask for references for five similar projects, and Prerequisites on page 8 state that the Consultant should have completed a minimum of five similar projects.

Please clarify the desired format of the cost proposal. On page 14, the RFP states that the City will not consider a time and materials contract. However, Exhibit E: Schedule asks for a Work Breakdown Structure on a time and materials basis and breakdown of hours by task and sub-task. Exhibit F: Cost Proposal separately asks for Cost by Deliverable (and likely erroneously refers to Exhibit E as the Cost Proposal)

Given that there are 24 tasks identified in the RFP and each task would have multiple sub-tasks, provision of a budget by person by sub-task would be a time-consuming effort, with a spreadsheet of thousands of cells, and if this breakdown is desired, we urge you to consider inclusion of this by task rather than sub-task. We also note that page 14 the RFP notes that 80% of a deliverable amount will be paid upon delivery of a draft whereas page 57 notes this as 70%.

**Answer**

Yes. The referenced paragraph from Addendum #2 (excerpted from Section 10.0 - Proposal Format and Contents of the original RFP) describes the basis for payment. Exhibit E - Schedule Proposal requires a Work Breakdown Structure including estimated personnel and hours for each Task and Subtask because the Evaluation Committee must be able to evaluate whether an appropriate amount of time and resources are dedicated to each Task and Subtask pursuant to the Evaluation Criteria listed in Section 16.0 - Evaluation Process and Criteria.

See Addendum #3 - The quoted text should read "Exhibit F - Cost Proposal." Exhibit F should be submitted separately with the Cost File. Exhibit E is the Schedule Proposal and should be included with the Proposal File. An Addendum will be issued to correct this error.

Cost estimate information may be included in Exhibit E - Schedule Proposal without penalty; however, the Evaluation Committee will not evaluate or consider proposed costs when completing scoring of any submitted proposal. All costs and pricing will be evaluated and scored separately by the Purchasing Division.

The City is willing to negotiate breakdown of payment schedules for draft and final deliverables with the selected Consultant.

All attendees for pre-bid meetings have been marked in PlanetBids. We do not have an account of verbal questions and responses available from the pre-bid meetings.

No. However, non-participation in either Mandatory Pre-Proposal Meeting will not preclude any firm's participation as a subconsultant to a qualified Consultant submitting a proposal.

See Addendum #3 addressing the following: Information provided to demonstrate qualifications, prior experience and satisfaction of prerequisites may be provided in the following ways: 1) included in Exhibit D - Staffing Proposal (not subject to page limits), or 2) Submitted separately as a clearly identified supplemental exhibit.

See response to Question 1 and Addendum #2.