

QUESTIONS AND ANSWERS FOR ON-CALL ENVIRONMENTAL, TECHNICAL AND STAFFING CONSULTANTS LIST

Request for Statement of Qualifications 19-02

1. The City of Costa Mesa currently has an on-call consultant list that includes the preparation of Mitigated Negative Declarations (MNDs) for projects as well as conducting and peer reviewing technical studies and MNDs. The attached RFSQ only refers to conducting technical studies and peer reviewing technical studies and MNDs. The RFSQ appears to not include the preparation of MNDs for projects. Is the City's direction on environmental documentation for projects to have the applicant prepare their own environmental document and then the City would use one of the consultants on the on-call list to review the environmental document?

Yes, staff is seeking a consultant to prepare and/or conduct peer review for technical studies or CEQA compliance documents (refer to addendum).

2. Can you also confirm that if (1) the City requires an applicant to prepare an MND or EIR for a project?

The City is seeking a consultant to prepare CEQA compliance documents for a project or to peer review documents prepared by the applicant at the discretion of the City.

3. The City receives an Administrative Draft MND or EIR from an applicant.

See response to question #2.

4. The cost to complete the environmental process exceeds \$50,000 will the City only send the RFP to those consultants on the on-call list?

Regardless of cost, firms on the list will receive priority unless none of the consultants are able to fulfill the requested scope of work within the City's timeline. At the director's discretion, the City may conduct a separate RFP for a specific project if the estimated cost exceeds \$50,000.

5. Page 32 of the RFSQ states that the City reserves the right to circulate separate Requests for Proposal for projects exceeding \$50,000. Is this circulation of a separate RFP only to the consultants on the on-call list similar to the current use of the on-call environmental list?

Yes. Currently the list is on a rotational basis. The new list will allow staff to select any firm from the list in no particular order. See addendum.

6. We would like to clarify precisely what the City is seeking in terms of consultant on call services. Page 2 of the RFQ refers to both tech studies and environmental review (initial studies, neg decs, ect). Page 3 , item 3b, refers to housing, air quality, ghg, native American tribes, biological studies, hazardous materials, hydrology and water quality, noise, land use, services, utilities and transportation. Attachment A, page 32 gets more specific identifying "development and/or peer review of technical studies for parking, traffic, noise and air quality.

The City is requesting services related to the preparation of CEQA compliance documents, or peer review of CEQA compliance documents prepared by an

applicant's team. CEQA compliance documents may include, but are not limited to Initial Studies, Negative Declarations, Mitigated Negative Declarations and Environmental Impact Reports. In addition, requested services may include preparation of technical studies in support of CEQA compliance documents or peer review of technical studies prepared by an applicant's team.

The City is seeking a consultant who has experience in preparing or peer reviewing:

- CEQA compliance documents; or
- Technical studies in
 - Transportation/traffic
 - Parking
 - Air quality
 - Noise; or
- Some combination of those services.

The proposal must specify which services the consultant is proposing to provide.

7. The question is what is the city specifically looking for with this procurement: 1) Technical specialization for specifically parking, traffic, noise and air quality only? Or is the procurement to retain consultants to prepare, process and/or peer review overall CEQA compliance documentation such as an ND, MND or EIR?
Please see response to question #6.
8. Can we propose just for a single category (i.e. Transportation/Traffic Studies) or are you looking for firms who do all categories?
Please see response to question #6 and the addendum. Yes, you may.
9. Page 4 of the RFSQ states "proposal should contain no more than 20 typed pages using 12-point font, including transmittal letter and resumes of key people, but excluding table of contents, tables, charts, graphic exhibits and pricing forms." Will 20 double-sided pages be accepted (20 sheets of paper, 40 sides)?
Yes.
10. May staff tables and relevant experience tables be excluded from the page limit?
Yes.
11. Will the pages of the proposer's latest audited financial statement count towards the page limit?
No, that is separate and you may mark as confidential.
12. Will the Appendix B required forms B count towards the page limit?
No.
13. Can you please confirm the cost proposal is to be submitted in a separately sealed envelope as directed on page 7 of the RFSQ?
Disregard, it may be part of your proposal.
14. Shall the original copy of the proposal contain original wet signatures?
Yes.
15. The RFQ states that the maximum page count is 20 pages:
 - a. Do resumes count toward the page count?
No.
 - b. Do the required forms count toward the page count?
No, see response to question #12.

- c. Is the 20 page limit single-sided pages or double-sided pages?
Double-sided is acceptable.
- d. It states that the Cover Letter can be up to 3 pages, does that include the 2-page "Vendor Application Form" or exclude the 2-page form?
No, it does not include the Vendor Application Form.
16. Does the Financial Capacity section of the submittal, referenced on page 5 of the RFQ, count toward the 20-page limit?
No.
- a. Providing a full corporate financial statement to the City could amount to more than half of this page allotment.
That is fine. It is not part of the page limit.
17. As part of this RFSQ, is the City interested in receiving submittals for fiscal/economic analysis services? These services categories do not seem to be specifically mentioned in the RFSQ or the initial questions/answer summary.
Yes.
18. In Method of Approach (page 4 of the RFQ), the City requests a detailed implementation plan and project schedule. Since this is an On-Call with no defined projects, can the City please clarify what is required in this section?
It is standard language in the City's RFP process. You may respond generically; however, the City will require a specific Method of Approach when a scope of work is submitted for a specific project.
19. In the Cost section (detailed on page 7 of the RFQ), the City requests a total lump sum fee and detailed project fee schedule. Since there are no defined projects, can the City please clarify what is meant by this statement?
It is standard language in the City's RFP process. Please disregard. The City is conducting a RFSQ, Request For Statement of Qualifications.
20. Some of the information in the Company Profile & References form is a duplicate of the Qualifications and Experience section. Would the City rather proposers complete the Company Profile & References Form and remove the duplicated information from the Qualifications and Experience section?
The City requires the form to be included and the information referenced in the Proposal.
21. The City is requesting a separate fee schedule and it appears the financial statements can be separate as well. Can you please clarify how many copies are needed of these separate documents?
Submit one original and three (3) hard copies plus one flash drive. Financial statements should be included in the original.
22. Could you please let me know what firm or firms are currently providing these services to the City of Costa Mesa?
a) **Michael Baker International**
b) **First Carbon Solutions**
c) **Environmental Science Associates**
d) **LSA Associates**
e) **ECORP Consulting**
23. Regarding item #3 on page 4, which asks for a "Detailed project schedule, identifying all tasks and deliverables to be performed, durations for each task,

and overall time of completion.” Since this is an RFQ, and there isn’t a specific project or task identified, a detailed schedule doesn’t seem applicable. Can this be removed, or would the City prefer us to substitute a generic schedule?

It is standard language in the City’s RFP process. You may respond generically as to the process your firm will take; however, the City will require a detailed project schedule for specific projects in the future.

24. Will the 20 page limit be double-sided or single sided pages?

Please see response to question #15c.

25. Will rates be enough, or are environmental documents also required?

Yes, rates are enough.

26. Should the entire audited financials be included? If so, can that go in an appendix or will a statement suffice?

Yes, in the appendix.

27. Regarding the disclosure section (page 6 of RFQ), do the sub-consultants need to provide information pertaining to this section as well, or just the prime consultant?

Only the primary consultant needs to submit this form.

28. Regarding the cost section (page 6 of RFQ) and cost for preparing proposal section (page 7 of RFQ), can the City please provide further clarification on the response to question 19 of the Q&A?

a. Are we to provide hourly rate schedules in a separate sealed envelope?

Disregard, it may be part of your proposal. Please see response to question #13.

b. Or are no hourly rates required at this time?

Hourly rates are required. See page 6 of RFSQ.

29. The RFSQ refers to a “transmittal” letter on pg. 4. Is this the same as the “cover letter”?

Yes.

30. Can we include the financial audit statement as an attachment and not part of the page count, because --- financial statement is over 10 pages, which would exceed the page limit.

Yes, the financial statements are not part of the 20 page limit. See response to question #16.

31. Please confirm if proposal covers (front and back) are included or excluded in the page count.

The covers are excluded from the page count.

32. The RFSQ states that tables, charts, and graphics will be excluded from the page count (RFSQ pg. 4). What type of information can be provided in a table, chart, and graphic that would not be included in the page count?

See scope of work for details.

33. Does the 12-point font requirement apply to table text if tables are not included in the page count?

No.

34. RFSQ, pg. 3, item 3, bullets b and c: Does the City anticipate a separate submission for technical services, including transportation and parking?

No, please see responses to questions #6 and #8.

Or should our SOQ be inclusive of environmental (i.e., CEQA and NEPA) documentation as well as technical studies, such as Air Quality, Greenhouse Gas (GHG) Emissions, Noise, etc.

Please see responses to questions #6 and #8.

35. The RFSQ instructions on pgs. 6 and 7 (excerpts provided below) for the Cost Proposal section suggests we include a list of rates by individual personnel while the Cost of Preparing the Proposal indicates pricing for a project-specific cost proposal.

- a) RFSQ pg. 6, Cost Proposal states:
 - Direct labor hours at specified fixed hourly rates, including direct and indirect labor, overhead and profit. And expenses at cost.
 - The cost proposal shall contain “not to exceed” figures. Provide a fee schedule with a breakdown of rates for individual personnel and all reimbursable expenses. Provide mark-up percentage for all sub-consultants and identify all reimbursable expenses.
- b) RFSQ pg. 7, Cost of Preparing Proposal states:
 - A cover letter stating the lump sum fee
 - A spreadsheet with detailed fee schedule of the proposed costs. Each fee schedule shall depict individual project asks, number of hours assigned for specific personnel and their basic hourly rates.

Please provide details on what the City would like us to provide in the Cost Proposal section, and what the lump sum fee in the cover letter would include, given that the submittal is a SOQ and not a project-specific scope of work and cost estimate.

Please see response to questions #19 and #28.

36. Page 4, “Method of Approach,” Items 3 and 4, and Page 6, “Cost Proposal.” These items ask for a detailed project schedule, specific task descriptions, and a detailed fixed-fee cost proposal. Q1) Since this is for on-call services and there is no specific project(s) to detail a scope/schedule/budget, would it suffice to simply provide a detailed Fee Schedule (of course with base rates and overhead rates as noted) and with reimbursable expenses—and not address schedule, budget, and tasks?

Yes, please see response to question #18.

37. Page 5, “Qualifications & Experience,” Items 3 and 4. Since we are a Corporation, Item 1 applies to us, but Item 2 does not.

- a. Are Items 3 and 4 applicable to all business types (or Partnerships and Joint Ventures only)?

Yes, they are applicable to all businesses.

- b. If applicable to Corporations, then would the term “Business Manager” be equivalent to our proposed Principal in Charge, our CEO, or someone else?

Yes.

38. Page 5, "Qualifications & Experience," Item 6. This item states that bidders must provide a "list of current and previous contracts similar to the requirements for Costa Mesa, including all public agencies served" and that for each contract, we must provide "description of the scope of work performed, the length of time you have been providing services, and the name, title, and telephone number of the person who may be contacted." Since we have served public agencies throughout California for 4 decades, this list would include thousands of projects for hundreds of public agencies, many with contracts long gone from these agencies (and note that: even if formatted in a compact spreadsheet with small font, the output would be dozens of pages).

- a) Would the City consider narrowing down this request? Examples: On-Call Environmental Services contracts only? A selected number of the most relevant? Or, perhaps at maximum: all similar southern California projects with agencies within the past 3 or 5 years?

Include projects applicable or similar to what the City is requesting. A selected number of the most relevant is acceptable.

- b) Finally, if the request is to remain as is, please confirm that this multi-page output can be provided in an Appendix. Appendix B: Forms.

- c) Can the 7 pages of Forms be placed in the back of our SOQ as an Appendix? (If not, this leaves only 13 pages for the whole SOQ).

Yes, the required forms are not part of the 20 page limit.

- d) Also, it appears that the title of each form has slipped to the bottom of each previous form. Will the City provide corrected forms?

Yes, the forms have been corrected.

Or, may we reformat the forms so that each form's title appears at the top of the appropriate content?

That is also acceptable.