DATE: April 21, 2016

SUBJECT: REQUEST FOR PROPOSALS FOR ON-CALL ENGINEERING SERVICES

Pursuant to the On-Call Engineering Services Request for Proposals (RFP), all proposers were to submit any questions regarding this RFP no later than Thursday, April 14, 2016. Questions were to be answered in writing and all questions and responses were to be posted on the Department’s website. Below is a list of questions received from proposers and the Department’s response:

1. **Q:** Is there a staff augmentation component to the Request for Proposals for On-Call Engineering Services?
   
   **A:** Yes.

2. **Q:** What firm was the provider / contract holder for the previous “Request for Proposals for On-Call Engineering Services?”
   
   **A:** Current consultants for the On-Call Engineering Services include, AECOM Technical Services; CH2M Hill; PSOMAS; Moffatt & Nichol; DR Consultants and Designers; and URS Corporation Americas.

3. **Q:** Is there going to be a pre-bid meeting?
   
   **A:** No pre-proposal meeting is scheduled at this time.

4. **Q:** Is a plan holder list available?
   
   **A:** Yes, a list of those firms who have downloaded the RFP from the Los Angeles Business Assistance Virtual Network is attached.

5. **Q:** Can you share the list on any current contract holders for the existing on-call agreements?
   
   **A:** Current consultants for the On-Call Engineering Services include, AECOM Technical Services; CH2M Hill; PSOMAS; Moffatt & Nichol; DR Consultants and Designers; and URS Corporation Americas.
6. Q: I see there is a DBE form, but is there a specific DBE % goal for this contract or by task?

A: The project does not have a specific DBE goal. However, this project does have a 25% SBE and 5% VSBE requirement.

7. Q: Is the POLA requesting one proposal for all disciplines listed under section 1.1 (page 4) or can a firm propose on just one discipline, for instance, submit a proposal for just civil?

A: The Harbor Department's Engineering Division is looking for firms (primes) that can provide all services listed within the Scope of Services. These prime firms will need to supplement their teams with those firms (sub-consultants) that can provide full said services. Prime firms should be mindful of the 25% participation levels as set forth by the Department's SBE Program. Prime firms that are SBEs, fully qualify for the 25% SBE requirement (excluding the VSBE requirement), but should still be able to provide all services as noted in the Scope of Services.

8. Q: The Automobile Liability Insurance requirements currently require that additional insured status be provided to the City of Los Angeles Harbor Department, its officers, agents, and employees. While we can provide this, our broker advises it cannot be provided on the form requested (CG2010). The CG2010 is an ISO form exclusive to the General Liability coverage. Can the contract be amended to require the CA2048, as this is the standard additional insured form used by ISO for automobile liability?

A: The requirement is to include an additional insured endorsement (CG 2010 or equivalent). Therefore, the contract will not be amended. If the awarded Consultant wants to submit CA2048 as an “equivalent”, they may do so.

9. Q: The Professional Liability Insurance section requires that the policy be amended to include coverage for contractual liability. Can this requirement be removed as contractual liability for Professional Liability is not commercially available?

A: This is a standard requirement for professional service agreements with the Harbor Department. This requirement will not be removed as existing Consultants have successfully procured said coverage.

10. Q: Can each consultant submit an RFP separately (i.e. structural engineering services to be submitted separately)?

A: See question 7.
11. Q: If each consultant submits separately, do non-SBE’s need to have SBE’s as part of their proposal? Or can they indicate that they are willing to work with the SBE’s as selected through the City’s process?

A: All proposals submitted must include the required 25% SBE and 5% VSBE participation.

12. Q: Does the RFP for on-call engineering services (LABAVN 26722) include traffic engineering?

A: Yes.

13. Q: Are front and back covers, as well as section dividers, counted in the 50 page limit?

A: No. These items will not count towards the page limit.

14. Q: Based on the requirement in Section 3.1, page 18, it is our understanding that resumes will be included in the page count. However, since you have also required later in the RFP (in the checklist, Section 3.4 page 22) that resumes be included as an appendix and not part of the main document, can you please confirm that resumes will be counted in the overall page count?

A: Resumes for key personnel only shall be included in the overall page count and not in the appendix.

15. Q: Can information shown in a table or exhibit be presented in a font size smaller than 12?

A: Fonts should be legible and preferably 12 pt. Fonts for tables and exhibits should not be smaller than 10 pt.

16. Q: Will a Table of Contents (referenced on Page 22) or any proposal divider tabs be considered “administrative documents” and therefore not be counted in the 50 page limit?

A: The Table of Contents does not count towards the page limit.

17. Q: Understanding that 8 ½’ x 11” paper is the preferred proposal submission requirement, would 11”x17” paper (folded to 8 ½ x 11) be acceptable for tables, graphs, charts, etc.?

A: Yes, this will be acceptable.
18. Q: Page 18, Item 3. Proposal Requirements, 3.1 Proposal Submission, it states the resumes are included in the page count. On page 22, 3.4 Checklist for RFP Submittal Requirements, it states Resumes for all key staff personnel provided in an appendix. Are full resumes requested and if so, would they be included in the page count of the document?

A: Resumes for key personnel only shall be included in the overall page count and not in the appendix.

19. Q: Could you please clarify what is meant by the bullet point under item 3. on page 20 that asks for, “Total relevant human resource availability throughout agreement term, particularly for the project manager and key personnel”?

A: The Engineering Division wants to be certain that firms that propose and enter into an agreement with the Harbor Department can provide a sufficient amount of staff designated solely for the Engineering on-call services throughout the agreement term.
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