



Finance Department
Purchasing Division

REQUEST FOR PROPOSALS (RFP)
Specification No. 15-10885-C
FOR
ADELINE CORRIDOR SPECIFIC PLAN
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

ADDENDUM "B"
September 4, 2014

Dear Proposer:

Questions received from proposers along with answers are attached.

Proposals/bids must be received no later than 2:00 pm, on Tuesday, September 9, 2014. All responses must be in a sealed envelope and have "**ADELINE CORRIDOR Specific Plan**" and **Specification No. 15-10885-C** clearly marked on the **outer most mailing envelope**.

Mail or Hand Deliver To:

City of Berkeley
Finance Department/General Services Division
2180 Milvia Street, 3rd Floor
Berkeley, CA 94704

Proposals/bids will not be accepted after the date and time stated above. Incomplete bids that do not conform to the requirements specified herein will not be considered.

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your response.

Sincerely,

Henry Oyekanmi
General Services Manager

Addendum "B"

Questions and Answers for Specification No. **15-10885-C** ADELINE CORRIDOR SPECIFIC PLAN

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 15-10885-C**, ADELINE CORRIDOR SPECIFIC PLAN. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

1. Q. The answer to question 32 in the addendum says that the project sheets are limited to 5 pages (double sided). Do all the other page limits assume that those pages are double sided as well?

1. A. The other page limits do not assume double sided; for the 20 page limit, if the pages are double sided then only 10 sheets should be used. The double sided sheets are only for the attached project sheets.

2. Q. In addition, assuming that the price proposal counts towards the page limit as indicated in the RFP, how strict is that page limitation? Our team is fairly large, and providing all the requested cost information for all firms on three pages max may be either unfeasible or render the information illegible.

2. A. Regarding the price proposal, we anticipate that the base rate, fringe benefits, and indirect costs for all personnel on the project in a format consistent with the Local Assistance Procedures Manual could fit onto one page. The task budget should itemize deliverables and identify personnel assigned to tasks with loaded billing rates in order to identify total costs per deliverable. Use of 8.5x14 or 11x17 pages for the price proposal will be considered a single page.

3. Q. Can you provide advice on documenting a Good Faith Effort to meet the DBE goal? Can you provide additional background on the basis for the DBE amount?

3. A. The DBE goals are based on these budget assumptions: 20% environmental, 10% public outreach, and 10% financial feasibility firms. We also assumed 10% public outreach budget would go to the prime.

Attached (separate link) are two documents that should help clarify good faith effort requirements:

"Good Faith Efforts" Exhibit A – this is an excerpt from the Local Assistance Procedures Manual Chapter 9 that talks both practically and philosophically about what constitutes a good faith effort and what documentation is needed to support the determination.

"Documentation of GFE" Exhibit B– this is a form that is used with construction bids. Several of the categories do not apply to a proposal effort, but there are ideas in there that should help the proposer develop/organize their documentation.