



DATE: October 31, 2024

TO: All Potential Submitters

FROM: Tsan Liu, Senior Project Manager—Parks and Buildings

SUBJECT: **Addendum No. 1 to RFQ No. R251083 for the City of Mountain View for Public Works Department On-Call Landscape Architectural Design Services**

This Addendum becomes a part of Request for Qualifications (RFQ) No. R251083 and must be signed, acknowledging receipt, and returned with the completed qualification.

No changes are made to the RFQ itself.

The City's response to questions is provided herein.

The City's Response to proposers' questions and clarification request:

1. We did have one question regarding the deferred park maintenance services. Can you elaborate on what type of services you are looking for in this category and what type of projects this could include?

City Response: Major park maintenance services can include renovation of existing sports fields, ball courts, playgrounds, picnic areas, fitness courts, dog parks, implementation of Americans with Disabilities Act (ADA) guidelines, code compliance, restoration of historic/cultural landscapes, and installation of new landscape and/or irrigation systems in existing parks.

2. When it indicates "maximum length thirty (30) pages front and back, excluding....," does the 30 pages mean 30 sides (15 pages front and back total) or 60 sides (30 pages front and back)?

City Response: The page limit means maximum 30 pages/sides.

3. Will the City coordinate and provide the Geotech work required for the project?

City Response: No, the prime consultant should be prepared to provide and identify all subconsultants who support their work.

4. If we do not have experience working in the Middlefield-Ellis-Whisman (MEW) area and other Superfund sites, will we still be eligible for selection?

City Response: Yes, firms without experience working on MEW or Superfund sites are eligible for selection. However, please highlight any experience with municipal projects that have involved environmentally sensitive sites. The City will prioritize environmental experience when selecting a consultant for MEW or Shoreline projects.

5. For listing subconsultants, as requested in Section 2.e., Team Qualifications, what is the City looking for here? Is a listing of subconsultants that may or may not be a part of potential projects acceptable here? Or would the City like qualifications for each subconsultant that may be on a potential project?

City Response: The City is looking for the submitter to provide a list of subconsultants who may be engaged to support their work for this qualification along with a concise description of their experience. Detailed instructions are outlined in the final paragraph of Part I—Narrative Qualification, Section 5, Team Qualifications.

Based on the provided Scope of Work example and similar landscape architecture projects, subconsultants may include civil engineers, irrigation designers, electrical engineers, geotechnical engineers, cost estimators, structural engineers, and others.

While the selection focuses on the landscape architect, it will be helpful for the City to understand relevant examples of the full project team and each consultant’s experience and expertise in their respective disciplines.

6. In Section II, the sample Scope of Services, the RFQ notes that during project initiation, the Consultant shall “conduct topographic survey[s],” “arborist investigations,” and “geotechnical investigations.” Does the City expect that these tasks be exclusively handled in-house by the selected landscape architect, or is the expectation that the landscape architect shall act as lead consultant and subcontract services as required by the specified project’s scope of work?

City Response: The City does not have a preference for in-house work versus outsourcing specialty work to subconsultants. However, the City expects the selected landscape architecture firm to serve as prime consultant, the point of contact, and lead project management across various disciplines throughout the project duration.

7. If a selected landscape architectural firm has other professionals on staff (such as certified arborists or civil engineers), is the landscape architect able to provide these services in-house?

City Response: The City does not have a preference for in-house work versus outsourcing to subconsultants. However, please identify all relevant professionals in Part I—Narrative Qualification, Section 5, Team Qualifications.

8. The sample Scope of Services notes that “multilingual” materials for meetings and community communication purposes shall be provided by the landscape architect. Which languages are typically required for translation?

City Response: For typical community engagement, translation into at least one language is expected. Given Mountain View’s diverse community, the specific language(s) will be determined based on the individual neighborhood and area. Common languages include Spanish, Chinese, and Russian.

9. Are community surveys or project-specific webpages typically hosted by the City, or is it expected that the landscape architect will provide web hosting for these purposes?

City Response: The City has the capacity and platform for hosting project webpages and surveys; however, the community engagement process will vary depending on specific project needs and will be discussed with the selected consultant team on a project-by-project basis. The consultant team will be responsible for providing all graphics and related materials for the webpage, surveys, and any community events.

10. Similar to our Q1 above, the Scope of Services notes that during Design Development and Construction Documents, the landscape architect must prepare and submit the technical drawings sufficient for the City’s review of the specific project, including civil, electrical, structural, traffic control work, and CEQA investigations, among others. Does the City expect the landscape architect to act as lead consultant, subcontracting out supplemental services as required by the project? Does the City have a threshold percentage for work on a given project required to be completed by the lead consultant?

City Response: For the first question, please see the response to Question 6 above.

For the second question, no, the City does not have a required percentage of work that must be completed by the prime consultant on a given project. However, the City expects the prime consultant to take a significant portion of the work, serving as the main point of contact and assuming a managerial role for the entire design team.

11. If a responding firm has minimal or no experience in MEW Superfund sites, is that disqualifying for a successful position on the City's on-call list, or is it solely disqualifying for projects occurring in proximity to MEW Superfund sites, or neither?

City Response: Please see the response to Question 4 above. In addition, the City will prioritize environmental experience when selecting a consultant for MEW or Shoreline projects.

12. Under the Qualification Format section (Page 13), the RFQ requests that "proposed subconsultants be clearly identified." Given that this RFQ is for inclusion on the City's on-call list and not for a specific project, how practical is this request? A small community park project may only require a civil engineering sub, while a larger project may require a dozen or more additional consultants, especially a project for which significant CEQA work is involved. Furthermore, does including a potential subconsultant in Team Qualifications obligate the landscape architect to use their services for a further project?

City Response: For questions regarding subconsultant submissions, please see the response to Question 5 above.

For the second question, subconsultants can be substituted or added over the course of the on-call with prior approval by the City.

13. Is this contract subject to pollution insurance? We do not transport any hazardous materials or handle hazardous materials ever.

City Response: No pollution insurance is required for general professional design services; however, it will be required for any excavation or potholing work. It is the prime consultant's responsibility to ensure that the subconsultants performing the work carry sufficient insurance coverage as required.

14. We currently have \$1 million per occurrence and \$2 million aggregate, but we have a \$1 million umbrella. For other agencies we've worked with, that has been sufficient. Is that sufficient for this contract?

City Response: No, this is not sufficient. When the umbrella policy supplements both the per occurrence and the aggregate amounts, the total must equate to or exceed the standard minimum requirement of \$2 million per occurrence and \$4 million in aggregate.

15. Regarding submission format, should Part I and Part II be submitted as separate electronic files?

City Response: Yes, please submit two separate electronic files.

16. Regarding submission format, please clarify the maximum length of 30 pages. Do we understand correctly that this means 30 fronts and 30 backs?

City Response: Please see response to Question 2 above.

17. Please clarify whether we may submit Exceptions to the sample Consultant Agreement (Attachment C) since there appear to be conflicting instructions:

On Page 11 of 20, we read: “g. Submitted after reviewing the sample Consultant Agreement (Attachment C). This is the City’s standard consultant contract, and no amendments to such will be allowed. Submission of a qualification will be considered an acceptance of such contract by the Submitters.”

Whereas on Page 13 of 20 we read: “g. Section 7—Exceptions: Discuss any exceptions or requested changes to the RFQ requirements and conditions. If no exceptions are noted, it is assumed the Submitter will accept all conditions and requirements of the RFQ.”

City Response: Any modifications to the sample consultant agreement are strongly discouraged but may be proposed. However, any proposed changes require an extended review process involving multiple City departments, which can result in significant project delays and are rarely approved.

It is in the City’s best interest to work with consultants who can meet the standard agreement requirements, and we understand their fees may be adjusted as necessary. It is strongly recommended to proceed with the agreement as-is with no modifications.

18. Regarding the Professional Design Services Agreement, Paragraph 3, will you require a blended rate for all personnel? Alternatively, will this be replaced with the detailed fee schedule associated with each specific project?

City Response: The requirement for a detailed fee schedule applies only to specific project proposals. The City has provided the Professional Design Services Agreement for reference purposes only. For the qualification submission, please provide the hourly rate schedule as outlined in Qualification Format, Part II—Hourly Rate Schedule.

19. Regarding the Professional Design Services Agreement, Paragraph 12, if we do not have an office in the City of Mountain View, are we required to have a Mountain View business license?

City Response: For almost all consultants, a Mountain View business license is required. The only exceptions are for those who provide services fewer than six days per year within City limits.

20. Regarding the Professional Design Services Agreement, Paragraph 12, if we are required to establish a Mountain View business license, please confirm that it would be required prior to any specific project start of work and not in order to be selected for the Consultant Eligibility List.

City Response: Yes, a business license is required when entering into an agreement for a specific project and is not required to be selected for the eligibility list.

21. Regarding the Professional Design Services Agreement, Paragraph 13.a., does umbrella coverage suffice to meet the required per-claim level?

City Response: Please see the response to Question 14 above.

22. Regarding the Professional Design Services Agreement, Paragraph 13, as a design professional (compared to a construction contractor), we do not carry pollution insurance. Please clarify whether this is required by the prime consultant and all subconsultants for the Consultant Eligibility List or whether this might be negotiable depending on the specific project award.

City Response: For pollution insurance, please see the response to Question 13 above.

The City only requires Certificates of Insurance from the prime consultant. It is the prime consultant's responsibility to ensure that subconsultants maintain sufficient insurance for the work performed. It is in the City's best interest for the consultant to meet the agreement requirements, and it is strongly recommended to proceed with the agreement as-is.

23. How many landscape architects does the City intend to include on the selected list of consultants?

City Response: The City has not established an upper limit for the on-call list. The City's intent is to establish a list of consultants for project selection across the five identified categories.

24. Does the City have prequalified subconsultants the landscape architect would work with?

City Response: No, the City does not have a list of prequalified subconsultants. The consultants are responsible for recommending and securing appropriate subconsultants for specific projects.

25. Depending on the scope of a project, will the City be amenable to subconsultants being added to the team at a future date?

City Response: Yes. Please see the response to Question 12 above.

26. Can you speak more to the importance of firms' experience working on projects in the MEW area? Is that a requirement?

City Response: Please see the response to Question 4 above.

27. Do you anticipate potential projects being at local schools?

City Response: The short-term projects do not have collaboration with the school district, but the future projects may.

28. Will divider pages be counted toward the 30-page limit?

City Response: The divider pages do not count toward the page limit.

29. Can you please confirm that your statement that the "maximum length thirty (30) pages front and back" for the qualification submission means 30 page faces in total and not 60 page faces?

City Response: Please see the response to Question 2 above.

30. From the scope of work, it appears that our team needs to be able to cover a wide range of services. Would you like us to specify subconsultants for all possible disciplines or just primary disciplines as shown in the provided Scope of Work, Civil Engineering/Surveying, Environmental Permitting, Geotechnical Engineering, and Cost Estimating. Should we also specify subconsultants for Architecture, Structural Engineering, MEP/Electrical Engineering/Lighting, and Irrigation?

City Response: Please see the response to Question 5 above. If building improvements are necessary, architect and MEP can be added to the team for the specific project.

31. Section 5 states that for each subconsultant, we should "Provide a list of their similar past projects within the past five (5) years with all pertinent information, including project description, contact person, phone number, email address, location, duration, and current project status. Identify principal staff assigned to this project from each subconsultant and their responsibilities on this project." For the prime consultant, you ask that we show at least two similar projects for each category in Section 2. How many projects would you like us to show for each subconsultant for each category?

City Response: Please provide at least one similar project for each category for subconsultants and indicate the project subconsultant team in Section 4, Firm Experience.

32. Would you like us to submit schedules of rates for subconsultants or just for the prime consultant?

City Response: Please provide an hourly rate schedule for the prime consultant only.

33. For the References (Attachment B), you ask that we submit three references for each project category we are applying for. Many of our projects span more than one of these categories. Would you like us to note somewhere on the Attachment B page which category the three references on that page are referring to?

City Response: Yes. Please include that information in the project description.

34. Is there an expected not-to-exceed fee cap for this on-call contract?

City Response: There is no contract for the on-call list itself. The City's intent is to establish an eligibility list for on-call services. Contracts will be issued on a project-by-project basis, with the total amount determined by the specific project scope.

35. Is there an estimated fee cap for the three identified short-term projects?

City Response: The budget for the three short-term projects ranges from \$600,000 to \$9 million, including design and construction.

36. In addition to Attachment C, Sample City's Standard Contract, could you provide a sample of the on-call contract (Master Service Agreement)?

City Response: There is no on-call contract. The City will enter into a Professional Design Services Contract (Attachment C) upon selecting a consultant from the on-call list for a specific project.

37. The RFQ on Page 12, Section 4, Firm Experience, requests a brief description of at least two similar projects for each category selected in Section 2. However, Page 13, Section 6, References, asks for the name, title, email, and contact number for at least three references for each project category selected in Section 2. Does this mean that one of the two projects must have two references?

City Response: References may come from projects not listed in the firm's experience, or they may be multiple references from the same project.

38. The RFQ suggests that other disciplines, such as geotechnical, electrical, and civil engineering, may be needed for the work. Do these disciplines need to be established at

this time, or will they be determined once a specific project is identified and the scope is clearly defined?

City Response: Please see the response to Question 5 above.

39. For the five-project category list outlined in the RFQ on Page 12, do you expect all five to be included in each project, or will it depend on the specific project scope (meaning some projects may require fewer areas of expertise)?

City Response: The scope may vary depending on the specific project, but the majority of projects will fall under one of the project types listed in the project category.

40. The RFQ mentions the preparation of applications for all required permits, including regulatory agency review, CEQA, building permits, utility service, etc. Is the consultant supporting the City in the preparation of documents for submittal, or is the consultant responsible for submittals and approvals?

City Response: The requirement for environment review and documentation may vary depending on the specific project scope.

41. Will the City allow prospective bidders to submit a list of proposed exceptions and/or requested changes to the Sample Design Services Agreement as part of their proposal submission per Section G(2)(g) on Page 13 of the RFQ package?

City Response: Please see the response to Question 17 above.

42. Section 7(b) on Page 3 of the Sample Design Services Agreement states that the consultant is “responsible for making an independent evaluation and judgment of all conditions affecting the performance of the work, including, without limitation, site conditions; existing facilities; seismic, geologic, soils, hydrologic, geographic, and climatic conditions...” If the consultant is not entitled to rely upon and assumes the risk for the accuracy of such information regarding existing conditions that is provided by the City, will the City allow additional budget in each task that will allow the consultant to reperform or independently verify the work product of others?

City Response: It is not the City’s intent to make the consultant accountable for any unexpected site conditions or work performed by others. However, the City expects the consultant team to exercise a general standard of care, including reviewing as-built, existing project records, conducting on-site visit to verify site conditions, and identifying potential issues that could impact a project. A reasonable allowance for the site investigation should be included in the cost proposal. The extent of site investigation may vary by project, and the City will coordinate with the consultant team if any verification work needs to be redone.

43. Will the City agree to allow the consultant to also perform work through employees of its affiliates? (Section 11(b) on Page 4 of the Sample Design Services Agreement)

City Response: In general, employees of “affiliates” will be considered subcontractors. Our goal is to select firms with direct experience in landscape architecture, and our evaluation will focus on the prime consultant’s experience and resources.

44. Will the City agree to further discussions and negotiations to finalize the insurance terms of Section 13 on Pages 4 to 5 of the Sample Design Services Agreement to make them more closely align with current generally accepted industry standards and practices?

City Response: Please see the response to Question 17 above.

45. Is compliance with federal/state/local public health “guidelines” still required if there is no current declared public health emergency? (Section 27 on Page 9 of the Sample Design Services Agreement)

City Response: The consultant shall comply with all applicable laws and regulations of the federal, state, and local governments. We understand that right now there is no health emergency declared, but the City wants to ensure that in the event one is declared, entities with whom the City enters into agreements follow whatever laws and regulations may be put into place.

46. Regarding Section II, where you describe providing services that are not landscape architectural-based, would you like for proposals to include nonlandscape architect subconsultants (topographical survey, civil engineering, arborist, geotechnical, CEQA documentation, multilingual services for community meetings)? If so, please confirm that each of these subconsultants’ qualifications will be included under Part 1, Section 5, Team Qualifications, and they are included within the 30-page limit.

City Response: Yes, the subconsultant’s qualifications will be included under Part I— Narrative Qualification, Section 5, Team Qualifications, and will count toward the 30-page limit. However, any curriculum vitae will not count toward the page limit. Please refer to Section G, Submission of Qualifications, for additional exclusions regarding the page limit.

47. Please confirm that no hourly rate schedules are required at this time.

City Response: An hourly rate schedule for the prime consultant is required in Part II of the qualification.

48. Given the request to describe our firm’s experience working on Superfund sites, is it expected or desirable that we include an environmental subconsultant on our team?

City Response: The need for an environmental subconsultant may vary depending on the specific project. They can be added or substituted during the course of the on-call.

49. The short-term projects seem to be small sites, and the Annual Parks Renovations/Improvements budget is \$284,000. Will there be funding for some of the on-call landscape architectural projects from other sources?

City Response: Funding for CIP landscape architecture projects may come from Park Land Dedication, Shoreline Regional Park Community, CIP Reserve, Construction/Conveyance Tax funds, or other grants/funding sources as deemed as necessary. Additional funding may be available in subsequent years.

50. Do you anticipate on-call landscape architectural projects that aren’t included in Attachment D, Upcoming Projects Map/List?

City Response: Yes.

51. Would you consider qualifications that include only a civil engineering firm on our team and not all the subconsultants we might need? We would add the subconsultants to our team when proposals are requested per project.

Do not include each individual’s time commitment to the project in the organizational chart?

City Response: Yes; however, it is strongly recommended to include subconsultants in the team qualifications based on the provided Scope of Services example. In addition, project team experience/qualifications are one of the evaluation criteria.

No, we understand that time commitment may vary depending on the specific project scope and tasks. Please use the provided Scope of Services as the basis for estimating time commitments from key personnel. Time commitment is only required for the prime consultant. It is important for the City to understand the submitter’s thought process and experience in managing time and resources for typical projects.

52. Do any of the listed project categories have budgets allocated to them? If so, what is the budget(s)?

City Response: Please see the responses to Question 35 and Question 49 above for budgets and funding resources. Additional information can be found in the adopted Five-Year Capital Improvement Program (CIP) report. The City also periodically identifies project

needs that are not scheduled in the CIP report, and we want to ensure we have the capacity to address any future project needs utilizing the on-call list.

53. Is the General Operating Fund budget for Fiscal Year 2024-25 of approximately \$184.1 million funding these projects?

City Response: The \$184.1 million is the total funding budget for all the CIP projects, including those projects that will utilize this on-call list.

54. In Section 2 on Page 11, the RFQ asks for a work plan. Please clarify if the client would like us to create a full work plan with corresponding schedule and phases or if the term “work plan” is being used loosely and synonymously with “approach.”

If the former, are we meant to base a work plan on a hypothetical project or should we base a work plan on the Scope of Services example provided on Pages 2 to 9 of the RFQ?

City Response: The term “work plan” is used interchangeably with “approach.”

55. In the project category list on Page 1 of the RFQ, what is “(5) Major Park Maintenance” in terms of landscape architecture services?

City Response: Please see the response to Question 1 above.

56. In Section 5 on Page 13, the RFQ states to provide a list of subconsultants. Are there preferred subconsultant types that the client envisions on these projects (i.e., civil, MEP, lighting, irrigation, etc.)?

City Response: Please see the response to Question 5 above.

57. Regarding the “maximum length thirty (30) pages front and back” limit, does this mean 15 double-sided pages, or 30 double-sided pages (equaling 60 total page “sides”)?

City Response: Please see the response to Question 2 above.

58. Does the City define “curriculum vitae” as similar to a resumé for each team member?

City Response: Yes, “curriculum vitae” is used interchangeably with “resumé.”

59. Part B (Page 4) references a “multilingual online survey.” Can you please identify the desired language translation(s)?

City Response: Please see the response to Question 8 above.

60. Page 13 asks that we include “an organizational chart ... including an estimate of each individual’s time commitment to the project.” Given that this is an on-call contract and not a specific project, how would you suggest that we indicate each individual’s time commitment?

City Response: Please see the response to Question 51 above.

61. Page 14 asks that we include “a detailed time and material not-to-exceed fee for each task described in the Scope of Services.” Since the provided scope in the RFQ is not project-specific, can we provide a cost range instead? It will be difficult to identify a single fee without more information.

City Response: This is only required once the list is established. Please refer to the paragraph preceding the bullet points.

62. Per Page 19, one of the selection criteria is “outstanding litigation.” Should we interpret this as unresolved, current litigation?

City Response: It is the City’s intent to understand whether there has been any recent litigation, including both resolved and unresolved cases.

63. Is it required that prime consultants identify a team of subconsultants for this on-call contract?

City Response: Please see the response to Question 5 above.

64. Can you confirm that we must sign the agreement as is?

City Response: Please see the response to Question 17 above.

65. Please clarify the category “Major Park Maintenance.” Is this the same as “Park Renovations?”

City Response: Please see the response to Question 1 above.

66. On Page 11, please confirm team and subconsultant resumés are not included in the total page count.

City Response: Yes, resumés are not counted toward the total page limit.

67. Please clarify what the City is looking for to prove financial stability as asked in Section 3.

City Response: The City is seeking financially stable consultants, which can be assessed through recent completed projects, client references, years in operation, licensure, and professional liability insurance.

68. Please clarify what the City is looking for to show firm capacity and resources as asked in Section 3. Typically, we show availability and capacity when we know the project we are proposing on, but given this is for on-call work, we are not sure what will be required.

City Response: Firm capacity and resources in Section 3 are high-level information for the City to understand the firm's profile. A more detailed organizational chart should be included in Section 5, Team Qualifications, using the provided Scope of Services.

69. If a firm has not worked on projects in the MEW area, Superfund sites, or the Shoreline Postclosure Landfill in the City of Mountain View, will they be considered for the on-call list?

City Response: Please see the response to Question 4 above.

70. Similar to Question 2, we are not sure how to address this portion of Section 5, "Provide an organizational chart showing the names and assignments of all key personnel, including an estimate of each individual's time commitment to the project. The chart should include proposed lines of communication with City staff," as this is for an on-call list, not a specific project.

City Response: Please see the response to Question 51 above.

71. There are many references to subconsultants in the RFQ. Given this is for on-call landscape architectural services, what subconsultant(s) is the City anticipating landscape architects to include?

City Response: Please see the response to Question 5 above.

72. In our experience, the owner usually provides the site survey, geotechnical analysis/reports, CEQA analysis/reports, EPA Health and Safety Plan, and arborist reports. Please confirm that all site documents and environmental impact analysis and reports should be provided by a subconsultant to the on-call landscape architect. Or can they be added later when the full scope of the project is more clearly defined and we know what is needed?

City Response: The City will verify whether existing conditions relevant to the specific project are present prior to the RFP process. If they are not, the consultant team must include them in the Scope of Services and provide all necessary information.

The Proposer(s) shall acknowledge the receipt of this Addendum No. 1 on the proposal and attachments when submitting a bid and retain a copy for the Proposers' files.

Company Name ALL CAPS:

By: _____
Authorized Signature

(Signifying receipt and understanding of this Addendum; include with Proposal.)

Name: _____

Title: _____

Date

End of Addendum No. 1