



RFQ #2213-010522
On Call Consultant Services

Addendum/Clarification No. 1
January 19, 2022

Questions:

1. Section E – Submittal Context, Format & Instruction:

- a. *Confirming that the City wants the same Team Key Personnel Qualifications under both “4. Consultant Firm Qualifications” and under “7. Team Organization and Staffing Qualifications”*

Answer: There should be some correlation between the key personnel qualifications under number 4 and 7. Number 4 is looking for why is the firm and the key staff qualified to be considered a bench firm and number 7 is asking for the proposed team members that would be assigned to work with the City of Hayward on this project. While we understand that some top staff that work at the firm are very qualified and would be listed under number 4, we would like to see that some of those same individuals would be involved in the overall team organizational chart that would be assigned to the individual business projects as they come in.

- b. Section 8: “ Provide a complete project and hourly rate for staff person(s).” *Could the City expand on its expectations for Project Rates vs. Hourly Rates for Staff ?*

Answer: For this item, we are looking for two different pieces of information:

- i. The hourly rate for staff person(s) (by staff position/title) and any total program budget that your firm would require, such as a minimum contract amount, that would need to be met in order for your firm to be a bench firm, if any. If a minimum amount to engage your firm is not required, please clearly state that.
- ii. Under item Number 5, we ask for relevant project experience examples. For those projects submitted, please provide the budgets for those projects and include a breakdown of the costs associated with the services provided by your firm and the costs associated with the construction of the final project.

2. Section G – Proposal Evaluation Criteria:

- a. All of the evaluation criteria bullet points after “Prior experience relevant to project” do not align with the required responses in Section E – Submittal Context, Format & Instruction. *Please advise on direction.*

Answer: *The Evaluation Criteria listed are just some of the criteria that will be used to initially review the proposals. Staff will review the items submitted under Section E, with a focus on past projects, team qualifications and costs, to determine if additional clarification is needed or the firm qualifies for an interview with staff.*

3. Will there will also be an RFP for engineering services with the facade program?

Answer: There will not be a separate RFP for engineering services. Firms submitting for the RFP are expected to be able to act as project managers for the individual business construction projects.

4. *Confirming that the City wants the same Team Key Personnel Qualifications under both “4. Consultant Firm Qualifications” and under “7. Team Organization and Staffing Qualifications”*

Answer: There should be some correlation between the key personnel qualifications under number 4 and 7. Number 4 is looking for why is the firm and the key staff qualified to be considered a bench firm and number 7 is asking for the proposed team members that would be assigned to work with the City of Hayward on this project. While we understand that some top staff that work at the firm are very qualified and would be listed under number 4, we would like to see that some of those same individuals would be involved in the overall team organizational chart that would be assigned to the individual business projects as they come in.

5. *All of the evaluation criteria bullet points after “Prior experience relevant to project” do not align with the required responses in Section E – Submittal Context, Format & Instruction. Please advise on direction.*

Answer: The Evaluation Criteria listed are just some of the criteria that will be used to initially review the proposals. Staff will review the items submitted under Section E, with a focus on past projects, team qualifications and costs, to determine if additional clarification is needed or the firm qualifies for an interview with staff.

6. *Did the city of Hayward send out any stand-alone RFPs to specific MEP, landscape and/or civil consultants?*

Answer: No. This is the only RFP that is being sent out for the façade programs listed in the RFP. It is expected that the firms chosen as bench members under this RFP would act as project managers and will pull in any additional professionals as needed for the specific business projects.

7. *In addition to the RFP for architectural services, did the city of Hayward send out any stand-alone RFPs for On-call Interior Design services pertaining to their economic development program?*

Answer: No the City did not send out an other RFPs for this program. It is expected that the firms chosen as bench members under this RFP would act as project managers and will pull in any additional professionals as needed for the specific business projects.

8. *If the City of Hayward did send out separate RFPs for specific services, do you wish to have the responses for all the services in one (1) proposal response or separate proposal responses for each of the specific services that you have solicited?*

Answer: If your firm has other services that are provided that you feel is an added bonus for working with your organization, please list those available services. It is expected that the firms chosen as bench members under this RFP would act as project managers and will pull in any additional professionals as needed for the specific business projects.