

Additional Questions and Answers

12/13/2016

Question:

I just would just like to clarify where in the proposal you would like us to include the Scope of Work. The format listed in Section 5, pages 4 & 5, shows the following format:

- A. Letter of Transmittal
- B. Table of Contents
- C. Summary Sheet
- D. References
- E. Certification of Proposals

However, the RFP also states on page 4, that proposals must address the requirements of the RFP in the exact order set for in Section 7, Scope of Work. Should we add the Scope of Work and Allocation Tables as Section F, or an Appendix?

Answer:

Please use Section F for the scope of work and work allocation table. The intent is that the scope be part of the body of the RFP and not an appendix.

Questions:

1. Per Section 4. A, the RFP states that proposals must not be bound, but must be placed in a binder, and must not submit covers –
 - a. Just to confirm, a 3-ringed binder is not considered bound, correct?
 - b. Can a title/cover page (with our firm logo, office information, proposal title, etc.) be included on the front of the 3-ringed binders? Please clarify “Do Not Submit Covers”.
2. How/where would you like our Scope of Services to be included in the proposal since it is not one of the items listed in Section 5?
3. Per Section 5, should proposals include firm experience? Or only personnel experience per section 5. C. b?

Answers:

1. *3 Ring binder is not considered bound, that refers to spiral binding. It is fine to include a page in the front of the 3 ring binder with the information described in the question.*
 2. *The Scope of Services can be included as Section F after the other required items.*
 3. *On the summary sheet please include the experience of the Project Manager in the space provide on the form. This can be expanded on more with the resumes of key personnel.*
-

Questions:

- 1) Related to content and sequence of the RFP (pg. 4-5), the RFP indicates a sequence of requirements (from 5A to 5 E). We do not see a place within this sequence where we could propose our approach, scope and schedule; team/firm profile (bios); and information on similar experience.
- 2) Please confirm that the proposal package would include
 - 10 binders with unbound pages of the proposal (could we add an identification cover to the binder?)
 - 1 copy of separately sealed proposed budget (item #8).
- 3) Letter/Statement, Is the Letter of Transmittal (5A) same as Firm's Statement (Appendix D, 2av).

Answers:

1. *The Scope of Work and Allocation of Resources table can be Section F after the other required items. The firm members who will be assigned to the project can be included in the Scope Section describing their qualifications and experience. Additionally, if they choose they can add resumes as an Appendix to the RFP.*
 2. *Yes to the number of items listed and an identification cover can be added to the binder.*
 3. *Appendix D refers to how the RFP will be evaluated so the firms know how we are weighting the proposals and is included for information only, no action is required on the proposer's part. The letter of transmittal is a separate part of the RFP.*
-

Questions:

Item 8 Cost Proposal (on page 18) asks for "separate, sealed" cost proposal. This suggests that the City wants to review the proposal (scope) and cost separately.

The RFP is requesting Allocation of Resource table be added into the proposed scope for each of the three phases. The table shows hours for each team member. Text before the table says, "Each sub-consultant work task may be provided as a set fee under the total column." We were concerned that this would reveal the costs, affecting the intent of Item 8.

Suggestion for your consideration: Could we remove the resource table from the scope section of the proposal and submit the table together with the cost separately, as per the requirement of Item 8.

Answers:

Yes, the cost proposal is to be delivered in a separate sealed envelope. The cost proposals are not evaluated until the RFP has been reviewed by the selection committee and interviews with prospective vendors held. While cost needs to be reasonable, cost is not the driving factor in the RFP process.

The resource table should still be included in the proposal as the number of hours of the consultant will propose can be informative during the review process. The proposer should complete the resource table per the instructions with their firm's staff and hours and costs for

any subconsultants they may use in the project. Hourly rates and total costs for the firm's staff will be in the cost proposal.

Questions:

There was a question at the pre-bid meeting regarding Attachment 2 – GIS layers (reference on pg. 9 of the RFP) as it didn't appear to be attached. The response was that City staff would check the link and attachment name to correct as necessary; do you know if this has been done and where I can find the list?

Clarification didn't appear to be on the responses to the latest Q & A released by the City – any additional information would be helpful in crafting a responsive scope for this task.

Answers:

Attachments 1 and 2 were emailed to the RFP interest list on 12/8 and posted on the City's website.

Question:

Can Stantec serve on the General Plan Update team, beyond collaboration on the traffic model as identified in subtask 1.2.5?

Answers:

The City Attorney has opined that Stantec's role may not extend beyond collaboration on the traffic model.

Question:

We are considering to submit a proposal for the Lake Forest General Plan update and notice that it is due today. I am not sure if it is possible, but we would like to request to extend the deadline by a week or so. Thanks again and we look forward to hearing from you soon.

Answer:

Thank you for your interest in the City of Lake Forest's General Plan Update 2040 Request for Proposals. The City issued the RFP November 10, 2016, and, in order to keep on schedule, will not extend the deadline for submission beyond 5 p.m. on December 12, 2016.

Question:

We are going over our information for our submission for the Lake Forest General Plan Bid. I noticed the first item on the Summary Sheet is "First Name" - Is this the firm owner's name or the project director's name? Or is this meant to say "Firm Name"? Please advise at your earliest convenience. I have attached a screenshot for your reference.

Answers:

Yes, the first item on the Summary Sheet should read "Firm Name."