2012 General Plan Update RFP

Submittal Questions & Answers

1. Traffic: How should the traffic portion of the proposal be addressed? Please clarify the statement on page 15, "The traffic model will be provided by the city's approved traffic consultant utilizing the city's traffic model".

Response:

The City will contract directly with the traffic consultant. The traffic consultant will work with the selected team to prepare modeling, policy and environmental sections. To clarify, project teams should not plan to hire a traffic consultant.

2. On Page 8 of the Project Management RFQ, under 4. SUBMISSION REQUIREMENTS, item #6 that it states to "Submit Writing Samples as described below." We cannot locate the "writing samples" as described. Can you clarify this or provide the samples that are referenced?

Response:

For each sample identify the author (Do not send an entire document)

A sample excerpt from a document that you wrote and prepared within the last two years.

3. Can you please provide a copy of the Scope of Services for the Climate Action Plan study that is currently underway

Response:

Climate Action Plan - Scope of Services

4. Please send a copy of the sign-in sheet from the October 17, 2012 Pre-proposal meeting

Response:

Pre-proposal Sign In Sheet 10/17/2012

5. Do we understand correctly that the City doesn't have a fiscal model and that the consultant would have to develop one for analysis of the land use alternatives?

Response:

Yes, that is correct. The City does not have a fiscal model for analysis of land use alternatives.

6. Item 11 under Submission Requirements asks the proposer to describe "typical response times for preparation of various types of planning and environmental documents." Are you referring to the time it typically takes to prepare an administrative draft of a document such as a background report, policy document, or EIR, or are you referring to the time it takes to respond to city comments on an administrative draft document and prepare a revised version?

Response:

We would like some idea of the capability a firm has to respond to multiple, complex and sometimes conflicting comments in preparation of revised documents. What techniques and capabilities do you use to stay on track from a time management standpoint.

7. The RFP specifies a five-page limit on the "detailed scope of services," but also says the scope "should be written in such a way that it can be inserted as a contract exhibit as a full description of work effort." It will difficult to prepare a detailed scope of services within five pages that will suffice as a contract scope of services. Is the City firm on the five-page limit?

Response:

Please keep the Scope of Services to a five page limit. The City will work with the final selected consultant of refining the detail for a final contract exhibit.

8. The website indicates that Fehr & Peers will "work with" the General Plan consultant team for modeling, policy, and EIR analysis. Does "work with" mean provide technical support but the GP consultant is to create the circulation policy in concert with City staff? Does it mean that Fehr & Peers will provide the traffic study but the EIR consultant needs to translate it into an environmental review section? Or does "work with" actually mean Fehr & Peers will be preparing the policy section and the EIR section?

Response:

The City's traffic consultant will be preparing much of the technical support, analysis, and developing policy recommendations for the General Plan effort. The consultant will prepare the base for the circulation element. They will also be involved in developing the traffic section for the EIR. However, for both documents there will be a need to have a uniformity of style and format and internal consistency. The General plan consultant team will need to take the information that is provided and ensure that it results in a completely coordinated and consistent product. The EIR team consultant will need to ensure that any mitigation measures, if there are any, will need to be consistent throughout.

9. Who is the project manager at Fehr & Peers?

Response:

Information with regard to the final traffic scope and management has not been finalized.

10. Please clarify. Davis is assisting with the CAP technical analysis. Will that effort create the CAP? If not, does the City want the General Plan team to create a CAP? Is the CAP to be incorporated into the General Plan or a stand alone document?

Response:

Baseline and technical information have been developed by the UC Davis group which will help form a solid base that will be utilize in the General Plan effort and in the preparation of a final CAP. Final policy and implementation measures have not been completed. Those will be developed in the final effort that will then result in a CEQA certified product. While a final determination has not been made as to whether the CAP will be a stand alone document, it seems likely that this will be the case, but that it will be used in the development of sustainability principals and practices that will be incorporated into the General Plan.

With regard to combining or creating a stand alone document, the City would entertain suggestions and further discussion on this matter from the Consultant teams, as based on your experience with prior CAPs.

11. The RFP states the need to discuss key personnel's qualifications and firm qualifications; the RFP also provides a page limit.

Is it possible to discuss the qualifications within the page number limit AND add resumes to an appendix, thus providing additional information if the City would like to read it?

Response:

Yes, based on this request, the City agrees that it would be acceptable of provide resumes of key personnel as an appendix to the proposal.

12. We understand that the consultants will be responsible for integrating the CAP into the general plan and conducting the associated environmental review. We would like to confirm that the UC Davis group will be responsible for completing the CAP scope of services and preparing the final CAP.

Response:

As general background information, the City is still in the process of finalizing the product from the UC Davis student group. The work product so far includes baseline and technical data. The UCD product will *not* include a policy level document. As part of an on-going effort, City staff in coordination with the existing CAP stakeholders group *may* continue discussions in developing recommended policies. However, the consultant team will be responsible for taking the baseline and technical data prepared by the UC Davis group and utilizing that data, in conjunction with the General Plan update, to complete final policies, a final CAP and an Environmental Document as part of the General Plan update. To clarify, completing the final policies and the final document will be part of the scope of the Consultant team effort.

13. Do you want 10 hard copies of all of the writing samples or is it acceptable/preferable to provide those writing samples on the CDs? Also – I am assuming that you want to see the entire element, rather than a portion thereof. Can you confirm?

Response

We will accept either the hard copies or multiple CDs of the writing samples. If you provide CDs, please provide 10 copies that are labeled as writing sample. How much you choose to submit will be up to you. We are looking for examples that will provide a good idea of your work quality.