



# CITY OF PETALUMA

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**Teresa Barrett**  
Mayor

**D'Lynda Fischer**  
**Mike Healy**  
**Gabe Kearney**  
**Dave King**  
**Kevin McDonnell**  
**Kathy Miller**  
Councilmembers

May 5, 2020

**Re: ADDENDUM NO. 2 TO REQUEST FOR PROPOSAL (RFP) FOR PERMITTING, DESIGN AND CONSTRUCTION SERVICES FOR THE PRIMARY INFLUENT PUMP STATION (PIPS) PARALLEL FORCE MAIN PROJECT.**

**SUBMITTAL REQUIREMENTS** – The City of Petaluma is requiring digital submittals of the consultant's RFP package. The RFP package may be emailed to [dherrera@Cityofpetaluma.org](mailto:dherrera@Cityofpetaluma.org). Please be aware there is a 20 MB limit to email sizes the City can receive. The consultant may use multiple emails to deliver submittals or a download link for a file sharing site is an acceptable submittal. An email received receipt will be used as a timestamp and evidence the consultant met the deadline requirements of the submittal date.

## QUESTIONS AND ANSWERS

### Public Works & Utilities

**City Engineer**  
11 English Street  
Petaluma, CA 94952  
Phone (707) 778-4303

**Environmental Services**  
Ellis Creek –  
Water Recycling Facility  
3890 Cypress Drive  
Petaluma, CA 94954  
Phone (707) 776-3777  
Fax (707) 656-4067

**Parks & Facility Maintenance**  
840 Hopper St. Ext.  
Petaluma, CA 94952  
Phone (707) 778-4303  
Fax (707) 206-6065

**Transit Division**  
555 N. McDowell Blvd.  
Petaluma, CA 94954  
Phone (707) 778-4421

**Utilities & Field Operations**  
202 N. McDowell Blvd.  
Petaluma, CA 94954  
Phone (707) 778-4546  
Fax (707) 206-6034

**E-Mail:**  
[publicworks@cityofpetaluma.org](mailto:publicworks@cityofpetaluma.org)

*Will the City accept revisions to the standard PSA contract?*

The consultant must be prepared to sign the City's Professional Services Agreement (PSA) as-is without revision and include a statement to that effect within the RFP documents. In the past the City has made revisions to the standard PSA but only in extenuating circumstances. It is not expected that any changes to the PSA will be allowed.

*What is the funding source for the project?*

The project is funded by sewer utility funding and does not currently have any grant funding. The City is willing to pursue grant funding for the project if available and will not impact the project timeline.

*What are the page requirements for the RFP submittal?*

The page limitations are 15 pages double sided and the consultant should focus on project understanding and scope/tasks for project completion. The consultant may include appendices without page limitation for supporting documentation but must understand the City will focus on the content of the 15-page proposal for scoring and consultant selection.

*Does the City have existing encroachment permits for access to CALTRANS or SMART properties for investigation purposes?*

The City does not have any existing or "Parent" encroachment permits allowing access to CALTRANS or SMART properties. The consultant must

obtain necessary access permit for investigation purposes and incorporate obtaining these permits in their schedule.

## **ATTACHMENTS**

The City has included an additional attachment showing the existing and proposed parallel forcemain along with existing easement locations. This attachment is titled Attachment H – PIPS Forcemain – Easement Figure. The attachment can be downloaded on the City website and attachment download webpage.

If any further information is required, please contact me at (707) 778-4589. Your interest in this project is greatly appreciated.

Sincerely,

Daniel Herrera, P.E.  
Senior Civil Engineer