



# CITY OF PETALUMA

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Mayor

March 2, 2023

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Karen Nau, Dist. 3  
Dennis Pocekay  
John Shribbs, Dist. 2  
Councilmembers

## ADDENDUM NO. 1 CAULFIELD BRIDGE AND EXTENSION PROJECT CITY PROJECT NO. C16401824

This Addendum No. 1 modifies the Request for Proposal (RFP) for Environmental, Permitting, and Engineering Services for the Caulfield Bridge and Extension Project, City Project No. C16401824.

### QUESTIONS AND ANSWERS

**1. Q:** What is the maximum size for the email attachments for the proposal submittal? Would it be acceptable to upload proposals to an FTP site and provide a download link?

**A:** The maximum receivable email size is 20 MB, for City servers. Therefore, if your email with attachments is anticipated to be greater than 20 MB, please provide a download link. Alternatively, if size permits, multiple emails (up to three (3)) can be sent and should be properly numbered with matching subjects. If multiple emails are sent, the first email should outline the number of emails planned and contents. The City will confirm receipt of any emails at or before the specified due date/time.

**2. Q:** Can 11x17 sheets be used? Will they count as one (1) or two (2) pages?

**A:** 11x17 sheets can be used and will only be counted as one (1) page. Please use 11x17 sheets as needed to share designs, schedules, or other technical information. 11x17 sheets should not be used for copy.

**3. Q:** Can proposals include front and back covers or section dividers that do not count toward the 15-page maximum?

**A:** Front and back proposal covers and section dividers can be included and will **not** count as part of the 15-page maximum. However, please note that proposal front and back covers and section dividers will not be used as part of the RFP scoring.

**4. Q:** Is the cost proposal included in the fifteen-page limit, or is it to be submitted entirely as a separate document?

**A:** The cost proposal is not part of the fifteen-page limit and should be submitted as a separate document as discussed in the "Response to RFP" section of the RFP document. Please note that the cost proposal

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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

will not be opened until after all the proposal scoring is completed and a consultant is selected.

**5. Q:** What documents are required to be included in the third PDF package, “Required Exhibits?” The only exhibit in the RFP package that requires a signature is Exhibit C – Living Wage Ordinance.

**A:** The “Required Exhibits” package should include the following documents, regardless of whether a signature is required:

- Attachment B: Insurance Requirements – Exhibit B
- Attachment C: Living Wage Acknowledgement and Certification Form – Exhibit C
- Attachment D: Prevailing Wage Information – Exhibit D

If any further information is required, please contact me at 707-787-7043. Your interest in this project is greatly appreciated.

Sincerely,



Bjorn Gripenburg  
Project Manager, Public Works & Utilities  
City of Petaluma