



# CITY OF PETALUMA

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## ADDENDUM NO. 2

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Karen Nau, Dist. 3  
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Councilmembers

### REQUEST FOR PROPOSAL (RFP) for Initial Planning and Concept Designs of Bicycle and Pedestrian Access Across or Adjacent to Hwy 101 City Project Number E16102347

August 28, 2023

This Addendum No. 2 modifies the Request for Proposals for the Initial Planning and Concept Designs of Bicycle and Pedestrian Access Across or Adjacent to Hwy 101, City Project Number E16102347. This Addendum shall become part of the Contract and all provisions of the Contract shall apply thereto. Bidders shall acknowledge all Addendums in the Proposal submittal.

### RESPONSE TO QUESTIONS RECEIVED

#### 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

Facilities, Parks &  
Streets Maintenance  
840 Hopper St.  
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@  
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#### Questions

1. Page 3 of the RFP states that Phase 2 will “will use the preferred option for the four locations for further study and development.”
  - a. Please confirm that one preferred option will be identified for each of the four locations.

**RESPONSE: At this time, it is intended to have one preferred option for Phase 2.**

2. On page 4 of the RFP, the rows in the Phase 1 Summary Table identify assessment criteria that are important for all locations.
  - a. Please clarify what the check marks mean.

**RESPONSE: The check mark identifies criteria to be assessed for that location. If the Consultant feels other criteria should also be evaluated, this should be described in the Proposal.**

- b. Please confirm that the rows in the Phase 2 Summary Table identify deliverables for the crossing concepts at the four locations.

**RESPONSE: Correct, the rows in the Phase 2 Summary Table identify key deliverables for the crossing concepts at the four locations. A summary report should capture this information for the City to evaluate.**

3. Does the city anticipate interviews? If so, when might they be held for scheduling purposes?

**RESPONSE: It is anticipated that interviews will be conducted in the morning of Thursday 9/28 for the top ranked respondents.**

4. In response 1 of Addendum No. 1, please confirm if the word “project” should be replaced by the word “proposal,” to read “... within the ~~project~~’s proposal’s new page limit of 20 pages.”

**RESPONSE: Confirmed**

5. Response 2 of Addendum No. 1 states that “Technical Proposals shall be limited to a maximum of twenty (20) pages, excluding appendices.”

- a. Please confirm what sections should be included in the technical proposal and what sections should be included in appendices? For example:

- i. Technical Proposal (20 pages max)
  1. Cover Letter
  2. Introduction
  3. Project Benefits and Challenges
  4. Project Team Organization
  5. Technical Approach/Scope of Work
  6. References
- ii. Appendices (no page limit)
  1. Resumes
  2. Project Sheets for Similar Projects

**RESPONSE: Confirmed that Appendices (no page limit) include resumes and project descriptions. All other items should be in the technical proposal.**

- b. Please confirm that front and back covers and table of contents and separators (if used) of proposals are excluded from the page count.

**RESPONSE: Confirmed that front and back covers and table of contents and separators (if used) of proposals are excluded from the page count**

6. Section 22 of the City’s Standard Professional Services Agreement states that material produced by this project “may not be used by Contractor without the written consent of City.”

- a. Would the City please clarify if materials such as graphics and handouts, developed during this project and made public, can be used by the contractor for marketing and business development purposes without prior authorization by the City?

**RESPONSE: A response to this question will be provided at a later date.**

For questions or clarifications contact Ken Eichstaedt by email at [keichstaedt@cityofpetaluma.org](mailto:keichstaedt@cityofpetaluma.org).