

**ADDENDUM NO. 1
ENGINEERING AND TRAFFIC SURVEYS (E&TS)**

THE CHANGES IN THIS ADDENDUM SHALL BE INCLUDED IN THE RFP AND THIS ADDENDUM SHALL BE PART OF THE RFP DOCUMENTS. ALL CONDITIONS NOT AFFECTED BY THIS ADDENDUM SHALL REMAIN UNCHANGED.

This addendum is issued to clarify the type of proposal being requested, the way in which the proposal is scored, and the maximum budget allocated by the City for this proposal.

Proposal

The City is requesting a letter proposal. This should be limited to:

1. Proposals must be received no later than 5:00 PM, local time, on March 29, 2018.
Electronically mail to: lauren.davini@cityofsanrafael.org with subject line: "Proposal for Professional Services for Engineering and Traffic Surveys"
2. The letter should be signed by the person authorized to negotiate a contract for proposed services with the City on behalf of the Proposal team. The letter should include a brief project understanding, previous experience of three similar projects completed on time and within budget, and familiarity of state and federal procedures. The letter must state that the sample Professional Services Agreement is acceptable as-is.
3. An outline of project tasks and level of effort, in accordance with the section titled "Scope of Work" of this RFP.
4. A project schedule including at a minimum, those tasks outlined in the section titled "Scope of Work" of this RFP.

Evaluation Criteria

Ranking of the Proposals will be based on the following point system (40 points maximum):

1. Inclusion of all required items and completeness of the Proposal (5 points)
2. Understanding of the work to be done (5 points)
3. Previous experience of three similar projects completed on time and within budget (10 points)
4. Familiarity with state and federal procedures (5 points)
5. Commitment to adhering to the project schedule and budget (5 points)
6. Clear description of the tasks and demonstrated technical ability (10 points)

Budget

The maximum budget allocated by the City for this proposal is \$125,000.

By:



Charmine C. Solla, P.E., T.E.

Deputy Public Works Director/City Traffic Engineer