



CITY OF SONOMA
REQUEST FOR PROPOSAL
PROFESSIONAL SERVICES FOR FLEET ANALYSIS SERVICES
RESPONSES TO QUESTIONS ON THE RFP AND ADDENDUM NO. 1

Responses to Questions

- 1) Does the City utilize a telematics System?
Answer: No.
- 2) Does the City utilize a Fleet Management Information System (FMIS)?
Answer: No.
- 3) Does the City have available fuel transaction data to support our analysis for this study?
Answer: Yes – this information will be provided to the awarded consultant.
- 4) Please confirm that the City only has 42 rolling assets.
Answer: Confirmed.
- 5) What types of equipment are included in the “34 pieces of equipment” referenced in the RFP?
Answer: mowers, streetsweepers, backhoes, mini excavators, dump trucks etc. a full inventory will be provided to the consultant upon contract award and project start.
- 6) Could the City clarify the basis for these higher insurance limits, and would the City consider alternative approaches?
Answer: these are standard insurance limits applicable to all contracts, but there is some room for alternatives. This would be pending the approval of the City’s risk management firm (CIRA) and the City Manager.
- 7) Is the City of Sonoma Business License a requirement upon proposal?
Answer: No, it can be obtained prior to the start of contracted work.
- 8) For firms that are based outside of the City of Sonoma but providing services remotely or statewide, does the business license requirement still apply?
Answer: Yes.

Addendum No. 1

- Please note that the deadline for proposal submissions has been changed to Monday, January 5, 2026.



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OCTOBER 30, 2025**

Prospective Consultants:

The City of Sonoma (City) is interested in receiving proposals from qualified Consultants (Consultants) to assess the existing conditions of City facilities as described in this Request for Proposal (RFP).

Schedule of Events from Issuance of the RFP to Award of Contract:

RFP Distributed	October 30, 2025
Questions Due	November 13, 2025
Responses to Questions	November 20, 2025
Proposals Due	December 11, 2025 January 5, 2026
Contract Authorization	January 7, 2026 (anticipated) February, 2026

City Point of Contact:

The sole source of contact regarding this RFP is Ashley Cotter, Public Works Administrative and Project Manager. Individuals or firms interested in submitting a proposal shall not contact other members of the City of Sonoma staff or Council members in connection with the RFP prior to the announcement of the Consultant selected.

Pre-Proposal Questions:

Questions regarding this RFP must be submitted to Ashley Cotter at acotter@sonomacity.org. Questions received by any other means will not receive a response. Questions will only be accepted until 5:00 p.m. on November 13, 2025. A document responding to all submitted questions will be provided no later than 5:00 p.m. on November 20, 2025.

Proposal Closing Date: 5:00 p.m. on ~~December 11, 2025~~ January 5, 2026

An electronic file of the Consultant's proposal must be received by the City via email by emailing acotter@sonomacity.org not later than 5:00 p.m. on ~~December 11, 2025~~ January 5, 2026. Proposals not received by this time and date will not be accepted. Refer to Section II.C for submittal details.