ENGINEERING AND TRANSPORTATION DEPARTMENT

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November 4, 2026

TO: **ALL INTERESTED CONSULTANTS**

SUBJECT: **ADDENDUM NO. 1**
REQUEST FOR PROPOSALS (RFP) FOR ANNUAL SANITARY SEWER REPLACEMENT PROJECT (SEWER BASINS 3 AND DT)

The following revisions, additions, and clarifications are hereby made to the above-mentioned project:

Section 15 – PROPOSAL SUBMISSION PROCESS

The following section will be deleted:
"1. One USB drive with the proposal (in both PDF and Word)."
The deleted section will be replaced with:
"1. One USB drive with the proposal (in PDF). Microsoft Word format is optional."

See ATTACHMENT A – Revised Section 15 and 16

Section 16 – WRITTEN RESPONSE FORMAT

The following section will be added after item No. 8:
"9. Resumes for proposed key personnel. Resumes may be placed in an appendix and will be exempt from the 30-page maximum limit."

See ATTACHMENT A – Revised Section 15 and 16

See ATTACHMENT B - Responses to Questions and Clarifications

Sincerely,

Tanisha Werner

Tanisha Werner, P.E., QSD/P
Director of Engineering and Transportation Department
City Engineer

Proposers shall acknowledge receipt of Addendum No. 1 by signing the acknowledgment line below and attaching this letter to their submitted proposal. Failure to acknowledge the Addendum issued may result in your proposal being deemed non-responsive.

ADDENDUM #1 ACKNOWLEDGMENT

_____	**_____**
Signature	**Date**

Attachment A – Revised Section 15 and 16
Attachment B – Responses to Questions and Clarifications

Proposals shall include the following:

1. One USB drive with the proposal (in PDF). Microsoft Word format is optional.
2. Three (3) printed copies of the proposal, in a spiral bound soft cover. 3-ring binders will not be accepted.
3. The rate schedule in a **separately sealed envelope** marked **only** with "SEALED RATE SCHEDULE" which consists of the rate schedule including the hourly rates and/or rates of services requested. If desired, include annual rate increases that cannot exceed the Consumer Price Index (CPI) for the San Francisco Bay Area.
4. Any relevant supplemental attachments.

16. WRITTEN RESPONSE FORMAT

These instructions outline the guidelines governing the format and content of the proposal's response and the approach to be used in its development and presentation. The intent is to encourage responses that clearly communicate the Proposer's understanding of the City's requirements, and its approach to successfully providing the products and/or services in achieving the City's goals. Only that information which is essential to an understanding and evaluation of the proposal should be submitted. Items not specifically and explicitly related to the proposal, e.g. brochures, marketing materials, etc. will not be considered in the evaluation.

All responses shall address the following items in the order listed below. Responses not organized according to the following format may be rejected. Responses shall be limited to 30 pages maximum.

1. One-page cover letter introducing the firm, project understanding, and key contact information.
2. Table of Contents.
3. Describe project objectives and scope.
4. Outline a proposed approach that addresses the Scope of Services described in SCOPE OF SERVICES, including any anticipated challenges.
5. Summarize qualifications including team profile, role definitions, licenses and certifications, and Redwood City Business License Numbers (if existing) of all parties involved in the proposing team.
6. List of at least three (3) relevant project examples, noting project scope, cost, completion date, and client contact information.
7. Fee Schedule containing 2027 hourly rates and/or rates of services requested; to be submitted in a separately sealed envelope. If desired, include annual rate increases that cannot exceed the Consumer Price Index (CPI) for the San Francisco Bay Area.
8. Acknowledgement that Proposer has reviewed the City's SAMPLE PROFESSIONAL SERVICES AGREEMENT. If selected, Proposer will enter into a Professional Services Agreement with the City.
9. Resumes for proposed key personnel. Resumes may be placed in an appendix and will be exempt from the 30-page maximum limit.

17. PROPOSAL WITHDRAWAL

ATTACHMENT B – RESPONSES TO QUESTIONS AND CLARIFICATIONS

LIST OF QUESTIONS RECEIVED BY DEADLINE 10/28/26

FOR THE

REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL ENGINEERING SERIVCES FOR THE ANNUAL SANITARY SEWER REPLACEMENT PROJECT

1. **Question:** Regarding the entitlements and easement investigation work, will the City provide any necessary title reports to identify existing easements or should that be included in the scope of work? Also, should we include optional tasks to assist with easement acquisition and preparation of plat and legal descriptions if deemed necessary?

   Response: The City does not currently anticipate needing title reports. However, proposals may include both title reporting and easement acquisition support as an optional task.

2. **Question:** We would like to confirm whether proposal submittals are required to be submitted in hard copy, as indicated in the RFP.

   Response: RFP requires 3 hard copies of the proposal and one USB drive in PDF to be submitted. Submission in Microsoft Word format is optional.

3. **Question:** Can the surveyor establish temporary benchmarks for this project or will the City require all surveys be tied to City monuments.?

   Response: All project surveying must be tied to official City of Redwood City control monuments (NAVD88 benchmark system). Temporary benchmarks (TBMs) may be established for construction/field reference, but they must be tied to and calibrated against established City monuments.

4. **Question:** Does the City require the surveyor to field locate all property corners as part of this project?

   Response: Field locating all property corners is not required unless work/improvements occur within a private easement or near property boundaries where right-of-way lines must be definitively verified.

5. **Question:** If any existing pipe is in an easement, will the City require the surveyor to accurately field locate all existing easements?

   Response: If work or existing utilities fall within an easement, the surveyor must accurately locate and map the easement boundaries based on recorded documents and field survey control to ensure proper clearance and right-of-way verification.

6. **Question:** Does the City require or prefer resumes for proposed key personnel? If resumes are desired, may they be provided in an appendix excluded from the 30-page limit?

   Response: Resumes will be required for key personnel.

7. **Question:** Section 15 requires proposals to be submitted in both PDF and Microsoft Word formats on a USB drive. To ensure consistent formatting and presentation of proposal materials, would the City consider accepting proposals in PDF format only?

   Response: See response to question 2.

8. **Question:** Does the City have existing geotechnical reports in the vicinity of the project improvements?

   Response: The City will provide the selected consultant with a copy of the Marshall Street geotechnical report from the Recycled Water Main Extension project for review.

9. **Question:** Please clarify whether the allowable annual rate adjustment is based on the Construction Cost Index (CCI) or the Consumer Price Index (CPI) for the San Francisco Bay Area.

   Response: As identified in the RFP, annual rate adjustments shall be based on the Consumer Price Index (CPI) for the San Francisco Bay Area.

10. **Question:** Section 15 describes a separate rate schedule including hourly rates but also references a sealed cost proposal in Section 8. Does the City require a detailed project-specific fee proposal, including estimated labor hours and total costs by task? If so, should this information be included in the separately sealed envelope?

    Response: Proposers must submit a comprehensive fee proposal, including task-by-task breakdowns of estimated hours, direct expenses, and standard hourly billing rates, in the separately sealed envelope.

11. **Question:** Does the 30-page limit include the cover letter, table of contents, resumes, and supplemental attachments, or may these materials be provided outside the page limit?

    Response: All required proposal components listed in Section 16, including the one-page cover letter and table of contents, count toward the 30-page limit. Resumes for proposed key personnel may be placed in an appendix and will be exempt from the 30-page maximum limit.

Issued on 11/4/2026