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DEPARTMENT OF PUBLIC WORKS

TRAFFIC CALMING TOOLKIT

Response to Questions

DATE: March 10, 2023
TO: ALL PROSPECTIVE PARTICIPANTS
SUBJECT: CLARIFICATIONS TO THE REQUEST FOR PROPOSAL

Please note the following changes and/or additions to the Request for Proposal (RFP) for the project indicated above. The bidder shall execute the certification at the end of this addendum and shall attach the executed addendum to the documents submitted with the proposal.

QUESTIONS

The following are responses to questions received from prospective proposers.

Location	Question	Response
Various	Does the Prime Consultant have to be a Civil Engineering firm?	The City desires a Civil Engineering Firm with experience in traffic engineering. If the Prime Consultant is not a Civil Engineering firm, then key personnel making recommendations regarding traffic elements would need to be Civil Engineers.
Section IV, B	Past Experience with Similar Projects, is the list of specific experience in the project design area referencing experience with bike/pedestrian/hiking trail master plans in general or with the City of Lomita specifically?	The requested experience is with traffic engineering, traffic standards, and facilitating a public workshop. The experience would not need to be specific to Lomita but with other cities, counties, or relevant entities.

Section II, A, II	Can the City clarify if resumes are required only for key/principal team members or all proposed team members? If resumes are required for all team members, would it be acceptable to place non-key/non-principal team member resumes in an appendix?	Resumes should be included for key/principal team members, including all those who would be in contact with City staff or present at workshops with the public. The proposer may include appendices for excess resumes.
n/a	Can the City confirm the type of funding for the project, as well as if the City is requiring rates to be auditable and broken down by firms direct rate and ICR, or if fully loaded billing rates are acceptable for the fee?	At this time, the anticipated funds for this project are City General Funds. Fully-loaded billing rates may be used for the fee proposal.
Section II, A, IV.	Will the City please confirm that the fee proposal is to be submitted in a separate email?	It may be submitted as a separate file in a single email or as a separate email.
Section II, A, I.	Given the one page limit for the cover letter, would it be acceptable to put full contract exceptions in an appendix and a condensed version in the cover letter?	It will be acceptable to include Exceptions to the Contract as an Appendix and this should be clearly stated in the Cover Letter.
n/a	Does the City have an anticipated budget for this project?	The budget is not provided.