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DEPARTMENT OF PUBLIC WORKS

**AS-NEEDED CONSULTING SERVICES FOR
ENVIRONMENTAL, ARCHAEOLOGICAL
AND HISTORICAL SERVICES**

**REQUEST FOR STATEMENT OF QUALIFICATIONS
ADDENDUM NO. 1**

DATE: May 13, 2024

TO: ALL PROSPECTIVE PARTICIPANTS

SUBJECT: CLARIFICATIONS TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS

Please note the following changes and/or additions to the Request for Statement of Qualifications (SOQ) 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 bid.

QUESTIONS

The following are responses to questions received from prospective bidders:

Question 1: Would you please confirm that a firm may submit qualifications for just one or two of the three tasks? (For example Task 1 and/or Task 2, but not Task 3)

Response: **Yes, a firm may submit qualifications for just one or two of the three tasks.**

Question 2: Would you please confirm that the SOQ and Rate Sheet are to be submitted electronically via email only and that printed copies are not required? And Item number 5 we are not submitting a hard copy so no sealed envelope, correct? We are just emailing the rates in a separate email per submittal process. And Page 4 of the RFQ states "Consultant shall submit a Rate Schedule in a SEPARATE SEALED ENVELOPE marked "Rate Schedule" along with the Project title". However, Section E, SOQ Submittal, states that the SOQ and Rate Schedule shall be emailed to the City. Can you please confirm that no hard copies of the proposal or rate schedule are needed?

Response: The SOQ and Rate Sheet are to be submitted electronically via email only, and no hard copies are required.

Question 3: Would you please confirm that interviews, if held, would be held via teleconference only and in-person attendance would not be required?

Response: Yes, interviews, if held, will be conducted virtually via MS Teams or similar platform.

Question 4: Would you please consider extending the SOQ Deadline to allow more time to submit a response? And will the City kindly consider a deadline extension until after the Memorial Day holiday?

Response: Yes, the SOQ Deadline will be extended to May 30, 2024 at 1:00 PM. The revised Milestone Dates are included below.

Milestone	Date*
Request for SOQ Release	May 3, 2024
Last Day for Questions	May 13, 2024 at 1:00 PM
Issue Addendum	May 13, 2024
SOQ Deadline	May 30, 2024 at 1:00 PM
Consultant Interviews <i>(if held)</i>	June 6, 2024
Expected City Council Approval	June 18, 2024

*Note – All dates are estimates and subject to change

Question 5: On page 4 of the City’s RFQ, Section II General Requirements for the submittal states “Provide turn-around time for requests” (4. Additional Items). Can the City please elaborate on what proposers should provide to meet this SOQ requirement? Is the City requesting sample project schedule(s)? And what is meant by "Provide turn-around time for requests."

Response: This is meant to be a general turn-around time for typical requests. The City would like to receive a range of times that the firm believes it can respond to project-specific requests (e.g., 3 - 5 weeks). Please provide estimates for each type of task.

Question 6: Can you please provide your contact information for our proposal.

Response: Proposals can be addressed to Frederic Aboujaoude, Principal Engineer, City of Lomita, 24300 Narbonne Avenue, Lomita, CA 90717. City Hall’s phone number is 310-325-7110.

Question 7: What is meant by "financial statements"?

Response: Financial statements are meant to exhibit the firm's financial standing as certified by a banking institution. For this SOQ, financial statements are not required.

Question 8: Are there certain projects that the City is looking to develop in relation to the RFQ?

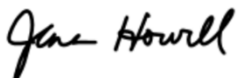
Response: The City may require services related to any of the listed tasks. In addition, soon after approval of the as-needed list, the City intends to put out a Request for Proposals for State Historical Preservation Office (SHPO) consultation for a replacement waterlines project.

Question 9: Under the cover letter requirements, the City asks that it state the "proposer's acceptance of all conditions listed in the 'Statement of Qualifications' document. Any exception on the consultant's behalf must be stated in the SOQ cover letter." Is the City referring to exceptions to the RFQ alone or the Sample Professional Services Agreement?

Response: This refers to exceptions to the RFQ and the Sample Professional Services Agreement.

Please sign the attached acknowledgement of receipt of Addendum and include the original in the proposal.

Sincerely,



Jenn Howell, P.E.
Associate Engineer

ACKNOWLEDGEMENT OF ADDENDUM

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AND HISTORICAL SERVICES**

Complete and sign this acknowledgement form. Enclose the original copy of the acknowledgement in your proposal. Failure to do so may result in disqualification of your firm's proposal.

The undersigned acknowledges receipt of **Addendum No. 1** dated May 13, 2024.

ATTEST:

Principal:

Address:

By:

Title:
