



RFP ADDENDUM # 1
CITY OF BEVERLY HILLS
COMMUNITY DEVELOPMENT DEPARTMENT
455 NORTH REXFORD DRIVE
BEVERLY HILLS, CA 90210

RFP Number: 18-38

Closing Date: May 18, 2018

PLEASE NOTE THE FOLLOWING QUESTIONS AND ANSWERS:

TO: PROSPECTIVE PROPOSERS
FROM: CITY OF BEVERLY HILLS
COMMUNITY DEVELOPMENT DEPARTMENT
DATE: May 1, 2018
RE: RFP FOR AS-NEEDED TRAFFIC CONSULTING SERVICES
ADDENDUM # 1

- Q1. The RFP specifically states that a state licensed Traffic Engineer is required. Will a state licensed Civil Engineer be acceptable?

Answer: *A State-licensed civil engineer is acceptable with sufficient transportation-related experience.*

- Q2. Can we propose for the transportation planning and parking tasks, only, and not the engineering/design-related tasks; or, is the City looking for a single firm to conduct all transportation planning and engineering tasks?

Answer: *A firm may propose for select tasks listed under the Scope of Work.*

The City prefers a single firm to conduct both transportation planning and engineering tasks. However, the City may consider selecting multiple firms to perform certain tasks.

- Q3. One of the requirements is “Description of work performed within 3-mile radius of the City of Beverly Hills.” Based on our best approximation, this would include just West Hollywood and possibly Culver City. Did the City intend to have such a narrow focus, or would the City consider work performed for jurisdictions within a wider radius?

Answer: *The purpose of this is for the City to know of any projects performed by the firm within the 3-mile radius of the City's border, which includes portions of Los Angeles and West Hollywood. A firm that has not performed work within the 3-mile radius of Beverly Hills will not be disqualified from consideration.*



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- Q4. Can we retain a subconsultant to complement services that are required under this On-Call? If the answer is “yes”, can that subconsultant also submit as a prime on their own as well?

Answer: *Yes, a subconsultant may be retained to complement services. A subconsultant may also submit a separate proposal as a prime consultant.*

- Q5. Is there a page limit to the submittal? What can and should not be included in the Appendix if page limitation exists?

Answer: *There is no page limit.*

- Q6. How does the City envision rolling out task orders for the On-Call? Will there be separate RFPs for which there is scope and fees submitted from multiple firms, on rotation, in order based on ranking or some other mechanism?

Answer: *City staff will issue task orders as needed. RFPs will only be issued if a specific project is identified.*

- Q7. Similar questions were received regarding statements of qualifications:

- In RFP Section 4.0, Submission and Evaluation, would you please clarify what is being requested in the first bullet of Item #4, which reads “Provide five (5) statements of qualifications.”
- Item #2, Work Proposal, requests “A description of qualifications of the firm and key personnel to be assigned to this work” and Item #3, Experience on Similar Work, requests “A description of previous experience, including projects of a similar nature.” What other type of information does the City want that would comprise a “statement of qualifications”?
- Page 5 of 18, Section 4.0, item #4 – “Provide five (5) statements of qualifications” – Should each of these five (5) correspond to the five (5) disciplines outlined on Page 3 of 18, Section 2.0, items “A” through “E” respectively? In other words, should we provide five (5) separate statements of qualifications (SOQ) covering the following disciplines: A. Traffic Engineering (SOQ #1), B. Traffic Operations (SOQ #2), C. Transportation Planning (SOQ #3), D. Parking Studies (SOQ #4), E. Traffic Design Services (SOQ #5)
- Please explain what is referred as five (5) statements of qualifications? Five recent, similar projects for each “A”, “B”, “C”, through “E” on the Scope of Work ?

Answer: *Please provide one brief statement of qualifications for each of the five categories listed under the Scope of Work section. Describe your firm's capabilities and expertise in providing services for each category. Identify which elements will be done in-house and which elements will be done by sub-consultants.*

If your firm is only proposing for select tasks, you may provide a statement of qualifications for those tasks only.

END OF ADDENDUM