



Addendum No. 2 to

**ENVIRONMENTAL CONSULTING SERVICES
ON AN AS-NEEDED BASIS
RFQ 2016-001**

APPROVED BY: SACRAMENTO AREA FLOOD CONTROL AGENCY

A handwritten signature in blue ink, appearing to read "Jason Campbell", is written over a horizontal line.

Jason Campbell
Deputy Executive Director

A handwritten date "2/17/16" in blue ink is written over a horizontal line.

Date

TO ALL PROSPECTIVE RESPONDING FIRMS:

All prospective responding firms are hereby advised that this addendum includes answers to questions submitted by prospective responding firms to the REQUEST FOR QUALIFICATIONS that was issued by the Sacramento Area Flood Control Agency on February 1, 2016. The questions and SAFCA's answers are attached hereto and incorporated herein by this reference.

RFQ 2016-001
ADDENDUM NO. 2
RESPONSES TO WRITTEN QUESTIONS

Question

1. Can firms submit on select components of the scope of services? (i.e. only on CEQA/NEPA or GIS under the "Environmental Planning" category)

Response

1. ***Statements of Qualifications are being requested for the complete set of items in each category. However, should firms submit under one or more complete scope areas, per section 3.16 of the RFQ, partial areas could be listed as additional services to the complete sections being submitted. Furthermore, Section 1.2.1 "Environmental Planning" is modified by removing; Occasional Due Diligence Assessment; Occasional Legislative and Policy Analyses; Occasional Expert Witness Testimony, from the list of required components. These occasional services are not required and can be included in the Statement of Qualifications.***

Question

2. Will SAFCA award up to three total contracts or three contracts per category (Environmental Planning, Cultural & Paleontological Resources Management, Regulatory Permit Compliance/Analyses and Consultations, Natural Resources Management, Mitigation, Habitat Design & Conservation Planning)?

Response

2. ***SAFCA will award up to three contracts per category. There could be a minimum of three contracts up to a maximum of twelve contracts total.***

Question

3. Page 12, 5.2 of the RFQ states that we are required to divide our SOQ in the labeled tabs identified, but upon review of the details required for each section #4 Technical Approach has not been detailed out. It skips from #3 General Responding Firm's Qualifications and Experience to #5 Fee Schedule. Are we to provide a Technical Approach as part of the SOQ?

Response

3. ***A technical approach is not required for this RFQ. Please identify Section 4 as "Fee Schedule".***

Question

4. Page 13, 5.2.1 of the RFQ states that the SOQ Transmittal Letter shall reference and respond to the following subsections in sequence and attach corresponding documentation as required, but 5.2.1.1 states that the letter shall be signed by a company officer. Does this mean that the signature block of our transmittal letter should be the first item listed? Or can we structure our letter to clearly identify each component required (5.2.1.1 thru 5.2.1.7), but not necessarily in the specific order listed in the RFQ?

Response

4. *The first paragraph of the transmittal letter shall state the name and title of the company officer empowered to bind the responding firm to the provisions of the RFQ. Should there be a need to attach evidence of the authority to bind the firm, that evidence shall be referenced in sequence. The actual signature block can be in a different location from the reference. All other items shall be addressed in sequence per the RFQ.*

Question

5. If our team has sub-consultants, are our sub-consultants required to provide the same information as the prime? (i.e. company's mergers/acquisition details, all contracts with SAFCA within the last five years, etc.)

Response

5. *Specific subconsultants (Subcontractors) data shall be provided for Sections 5.2.3.1 through 5.2.3.11. Additional information regarding subconsultant's qualifications shall be woven into the responses to Sections 5.2.3.12 through 5.2.3.20 for consideration in determining the overall competitiveness of the submittal.*

Question

6. Page 16, 5.2.4 Fee Schedule. For the fee schedule would you like us to include hourly rates for each individual or can we include our standard rates schedule that lists hourly rates in ranges for certain categories?

Response

6. *Please refer to section 5.2.4.1 regarding what is to be included in the Fee Schedule.*

Question

7. Page 14, 5.2.3.1 – The RFQ requests that we include current licenses/certifications held by the Responding Firm that directly relate to the environmental consulting services solicited. Does this refer to inclusion of licenses/certifications, for example, for biologists who hold specific permits for endangered species?

Response

7. ***Firm's submitting qualifications packages shall provide evidence of any licenses or certifications required for the environmental services to be provided.***

Question

8. Page 16, 5.2.3.15 – The RFQ requests a matrix referencing work performed from the projects listed in Section 5.2.3.14 indicating key personnel listed in Section 5.2.3.16. The work requested in Section 5.2.3.14 is to demonstrate ability to meet schedules and budgets. Can the matrix requested in Section 5.2.3.15 also address key personnel experience on projects included in Section 5.2.3.13?

Response

8. ***Yes, the matrix can include projects listed in 5.2.3.13. However, the maximum number of projects for the matrix is limited to four total.***

Question

9. If our SOQ addresses multiple service types, will SAFCA score personnel and experience for each of the service types separately or develop a single score for personnel and experience across all services included in the SOQ.

Response

9. ***The intent of the RFQ is to evaluate the responding firms' entire Statement of Qualifications as a whole. SAFCA will, however, develop rankings for each of the service category areas. SAFCA reserves the right to contract services on a program, project-by project or task by task basis.***