

**Stormwater Management Plan for the City of Santa Fe  
RFP #17/17/P**

**Addendum #4 dated November 9, 2016**

**Responses to questions submitted by proponents as of close of business  
day November 7, 2016**

- 1. The RFP is titled "Stormwater Management Plan for the City of Santa Fe" but the typical elements of a plan, such as developing strategic goals and prioritizing actions, have been taken out of the RFP. What are the basic elements and outcomes that you expect from the project that makes up the "plan?" Would the contractor still be responsible for writing a "plan for stormwater" or is the contractor only expected to update the Drainage Management Plans?**

Proposals should respond to the Revised Scope of Work. Those elements that were in the original scope of work and that now will be led by others may require the technical assistance of this contract. This effort should be reflected in Item #3 of the Revised Scope of Work.

- 2. For example, does the contractor do a lot of what was in the original RFP item 1 but now in the context of the Drainage Management Plans?**

Proposals should respond to the Revised Scope of Work. Those elements that were in the original scope of work and that now will be led by others may require the technical assistance of this contract. This effort should be reflected in Item #3 of the Revised Scope of Work.

- 3. At the pre-bid meeting there was a request by City of Santa Fe staff to have the contractor be involved in helping produce a plan that would be approved by City Council. Is this still part of the scope of work? Are the 2 updated drainage management plans what the City of Santa Fe staff want the contractor to help get approved and adopted by City Council?**

Please note that since this RFP was advertised, the City of Santa Fe was approached to participate in development of a national model for stormwater planning. The City's participation overlaps with some elements of the original scope of this RFP; and which will now be led by others; however this contract may require technical assistance to support the

national model for stormwater planning. This effort should be reflected in Item #3 of the Revised Scope of Work.

- 4. In the revised scope of work, in Component # 2, bullet #1, will the City be providing “all empirical data, methodology” to share with the contractor or are only the reports from the drainage management plans available?**

The City of Santa Fe will provide the contractor with supporting documents listed in the scope of work.

- 5. It would appear that doing the GIS/GPS data collection work would need to come first to effectively update the drainage management plans. The RFP has this order reversed, however, requesting that plans be updated first and then giving the City of Santa Fe a scope and budget for updating the GIS data. For cost estimating purposes, should the contractor price the cost of updating all the data in the existing plans and adding all of the stormwater features in the newly annexed areas for the drainage management plans?**

Proponents may vary in their responses as to how they will address all elements of work described in the revised scope of work. The order of work and methodology may vary by proponent.

- 6. In the “Projected Fiscal Year Overhead Information Form” what level of detail is needed? Is this form only required for the prime contractor or do subcontractors also need to complete this form?**

Please fill out forms completely and as noted under the **SUBMITTAL REQUIREMENTS** section of the RFP; “Cost Summary and audit information forms must be completed and submitted for subcontracts”.

- 7. Is a professional liability certificate needed by the prime contractor or can a key team member (a subcontractor) who already has the insurance provide the certificate?**

Insurance certificates shall apply to prime consultants only and must be attached to the proposal.

- 8. For the Engineering Cost summary, do you want team members that are subcontractors to show their estimated costs in line item #10, Subcontractors, or in item #7, Direct Labor?**

The prime consultant's Cost Summary Form will list the Subcontractors total estimated costs in Item #10. Subcontractors must also complete Cost Summary Forms with Direct Labor listed in Item #7.

- 9. Does the City of Santa Fe desire to continue to use the existing AHYMO model for the drainage modeling, or transition to a more modern model?**

See response to Question #5 above.

- 10. I do have one question/comment that I considered asking at the pre-proposal meeting, but ultimately didn't... Under Submittal Requirements/Professional Fee Estimate, the RFP asks for both the Cost Summary Forms (Exhibit B) and the Overhead Information Forms (Exhibit C) for both current and previous (audited) years. Since the purpose of including fees is to enable the City to evaluate the cost effectiveness of the various proposals, it seems that the Cost Summary Form alone should be adequate for that purpose. In the past, we've provided the requested Overhead Information Forms at the time of contract execution, but since only the selected firm would contractually need to provide that form, it seems like a lot of extra work to require it from all of the other firms who won't eventually be selected. Can that be removed from the proposal requirements and just noted that it will be required of the selected firm?**

No

- 11. On the section titled "Submittal Requirements" (no page number) under the heading "Associations" (3<sup>rd</sup> page of this section) it states that "The City of Santa Fe desires to contract with only one principal design firm for this project..." and on the next page under Errors and Omissions Insurance it states "All firms wishing to provide professional engineering design services....". At the pre-bid meeting, it was stated that the City's expectation is for firms to team on this proposal. Can you please clarify any restrictions with regard to the prime for this proposal? Does the prime have to be a "design engineering firm" or can it be a non-engineering sole-proprietor, LLC, non-profit, or other?**

Insurance certificates shall apply to prime consultants only and must be attached to proposal. While the scope of work encompasses a broad range of skills that would lend itself to teams, teaming is not required.

**12. Please confirm our interpretation that Exhibit A – Work Hour Schedule Form should be submitted under Item G. Unit Rate Schedule.**

Under **SUBMITTAL REQUIREMENTS**, in the Section Labeled **PROFESSIONAL FEE ESTIMATE PROPOSAL**, replace the phrase “submitted in a separate sealed envelope” with “submitted as Item G. Unit Rate Schedule as listed in the section called **PROPOSAL FORM**.”

**Item G. Unit Rate Schedule** includes a summary of unit rates; and Exhibit A man-hour estimate; and Exhibit B Cost Summary for Prime and Subcontractors; and Exhibit C Overhead Information for Prime and Subcontractors.

**13. Is it acceptable to submit our own format for Exhibit C PROJECTED FISCAL YEAR OVERHEAD INFORMATION PAYROLL BURDEN AND GENERAL ADMINISTRATIVE COSTS.**

No

**14. Will the contract be billed as Time and Materials or will it be a Lump Sum Contract**

Under **SUBMITTAL REQUIREMENTS**, in the Section Labeled **PROFESSIONAL FEE ESTIMATE PROPOSAL** it is stated that the fee shall be lump sum and will be negotiated based upon detailed work hours by classes of labor, direct and indirect costs, profit and overhead.

**15. Task 2 bullet 2 of the amended scope of work states:**

**"Perform a thorough analysis of the City's geodatabase/shapefiles pertaining to natural and engineered drainage infrastructure, and associated vegetation information, and provide a phased strategy that will update the geodatabase with respect to drainage and associated vegetation; provide a cost proposal to perform the update.**

**Will the cost proposal to perform the update be developed during the course of the project or should we submit an estimate for this RFP?**

Submit a cost proposal based upon a thorough analysis of existing and future needs with respect to the City's geodatabase using a phased strategy for the update with associated costs for each phase.