

NOTICE FOR REQUEST FOR PROPOSALS (RFP) CITYWIDE OBJECTIVE DESIGN STANDARDS

ADDENDUM #1 - RESPONSES TO RFP QUESTIONS

1. Does the City have a template or prescribed format for the cost proposal? Exhibit C in the RFP states that “rates and authorized reimbursable expenses” are required, but not there is no mention of labor.

No, Labor should be included under rates.

2. Is there a projected or desired deadline for completion?

No deadline but would like the entire project to not take longer than 2 years.

3. Is there an assigned budget or budget range for this project?

No assigned budget or budget range.

4. Is it the intention that the consultant will present at all hearings that are required for approval of the Standards?

Yes

5. Total number of meetings 7? Or are we meeting with the stakeholders twice for 14 meetings?

7 meetings

6. Mailers, Printing and Graphics for Meetings -Is the city responsible or the outreach team?

The outreach team is responsible for these items.

7. Does the City have a listing of all the addresses for the properties?

Yes. We have Los Angeles County Assessors information and Geographic Information Systems

8. Are we able to submit the proposal via PlanetBids as well as in-person?

No per RFP instructions:

One (1) unbound copy, three (3) bounded copies and one (1) electronic copy of all proposals must be received in the City of Azusa City Clerk by Thursday, July 29, 2021 at 5:30 p.m. It is the responsibility of the Consultant to see that any proposal sent through

mail, or any other delivery method, should have sufficient time to be received by the City of Azusa City Clerk prior to the proposal due date and time. Late proposals will not be accepted. Proposals should be clearly marked and submitted to:

City of Azusa
Office of the City Clerk
213 E. Foothill Blvd
Azusa, CA 91702

9. The timeframe for the outreach effort?

No timeframe set. We would rely on the recommendation from the consultant.

10. Will the Consultant be responsible for identifying Stakeholders groups and/or will the City be providing a specific list?

The City has a specific list and rely the consultant for any additional stakeholders that are interested in the subject.

11. Will we be responsible to provide outreach materials in other languages like Spanish?

Yes. Spanish

12. The RFP indicates that “all” properties shall be surveyed, including the identification, photography, evaluation and classification of properties. See text of the RFP below:

“The survey would cover all residential, commercial and industrial properties”. “This scope shall include the identification, photography, evaluation and classification of properties”.

Please clarify the meaning and intention of “all”. Given the size of the city and the vast quantity of the residential and commercial stock, the inventory and documentation will be a very significant task and fee. Could we propose a “sampler” approach of significant and representative structures to be surveyed and documented?

Sample approach would be fine. “All” means all type/building typologies of use and structures in the City like to include but not limited to residential (Single Family, Multi Family, Condos, Townhomes, etc.), Commercial (Single Use, Shopping Center, etc.), Mix Use, and Industrial

13. Does the City have an inventory of properties in electronic format, perhaps GPS, or any other electronic inventory system we can use for the surveys?

Yes. The City has Geographic Information System that can produce digital files.

14. What level of environmental review does the City anticipate (CE, ND/MND, or EIR)? If a CE, does the City anticipate doing that in-house with City staff or through this contract?

We do not have an anticipated environmental document. We would reply on the recommendation of the consultant with consultation from our legal team.

15. In proposals, is the City looking for description and details of the three (3) projects, or samples of the final design guidelines work products for other public agencies?

Description and link to the actual final design guidelines

16. Is this project being funded by the SB2 Grant funding for the objective design standards? Can you share the grant application?

No. This is General Fund monies.