



**ADDENDUM NO. 1 TO
REQUEST FOR PROPOSAL
RIGHT-OF-WAY SERVICES
CITY OF NAPA, CALIFORNIA
April 17, 2020**

This addendum is being issued as follows for the Request for Proposal (RFP) for Right-of-Way Services dated March 27, 2020.

The following changes shall be made to the RFP:

- 1) Part I, “Project Description”, Section B - Delete the last paragraph in its entirety and replace it with the following:**

The Consultant shall provide a cost proposal and a schedule for the scope of work. A general scope of work is included in Attachment A of this RFP.

- 2) Part II, “Proposal Instructions”, Section C - Delete first paragraph in its entirety and replace it with the following:**

The Proposal must be submitted by four p.m. (4:00 PM), Pacific Time on **Thursday, April 23, 2020**. Late Proposals will not be accepted and will be returned unopened. It is the Consultant’s responsibility to see that the Proposal is received at the proper time. The City is not responsible for delayed deliveries due to internet connectivity problems ~~mailing~~. The time the Proposal is logged as received in the City e-mail system ~~at the Public Works counter~~ shall determine the official time received. The submission of a Proposal shall constitute a firm offer to the City for thirty (30) days from the submission deadline for Proposals. Please submit ~~one (1) copy of the Proposal and~~ one (1) electronic copy of the Proposal. Copies must be submitted ~~addressed~~ to the attention of:

Jeff Freitas, Property Manager
jfreitas@cityofnapa.org

3) Part II, “Proposal Instructions”, Section F - Delete in its entirety and replace it with the following

F. PROPOSAL CONTENTS

The Proposal should consist of the following major sections, and in the order shown:

1. Transmittal Letter (including your approach to the Scope of Work)
2. Firm Experience
3. Project Staff
4. Sub-consultants
5. Proposed Schedule

The following are answers to Consultant questions:

Q1: Would the City consider waiving the requirement for a hard copy in light of the COVID-19 pandemic?

A1: Yes, the City can waive the requirement for the hard copy.

Q2: Regarding ATTACHMENT A, GENERAL SCOPE OF WORK, “3. All supplies shall be included in the hourly rate for the designated personnel or separately identified,” should we provide hourly rates at this stage of the proposal?

A2: Although not specifically asked for in the RFP, you may submit your hourly rate schedule with your proposal.

Q3: The proposal instructions indicate mailing a copy of the proposal to the City. Based on the current pandemic, many of our clients have asked for proposals to be emailed. Will the City consider an emailed copy of the proposal instead of a mailed copy?

A3: Yes, you can e-mail your submittal and not submit a hard copy.

Q4: Does the City expect to have staff available at the mailing address provided to receive deliveries? If there are reduced hours or special instructions for delivery, please distribute?

A4: With an e-mail submittal, a hard copy submittal is not necessary, and no staff need to be physically present at the City office. The time and date of submittal as logged by the e-mail system will be considered the official date and time of the submittal.

Q6: Will title information be provided by the City?

A6: Yes, the City will provide the preliminary title reports.

Q7: The RFP indicates that appraisal services are part of the Scope of Work - will appraisal review services be needed? Do we need to include review appraisal in our proposal, or will the City review the appraisals?

A7: No review appraisal service is required. City staff will review the appraisals

- Q8: Page 3 states, “The Consultant shall provide a cost proposal and a schedule for the scope of work.” However, *Section F. Proposal Content* (page 5) doesn’t allocate a place for Cost Proposal and Schedule. Where in our write up do we need to include those? Cost Proposal is not included in the evaluation table (page 7) - are we going to be scored on our Cost Proposal?
- A8: The language asking for a cost proposal is a typo which will be corrected in an addendum issued next week, so there is no need to include a cost proposal with your submittal and there will be no scoring based on costs. Please include your proposed schedule as item 5 under Section F of Part II, after “Sub-consultants.”
- Q9: Do we need to provide our approach to the Scope of Work? If yes, in which section of the proposal do we need to include it (page 5 identifies 4 major sections of the proposal)?
- A9: Yes, please include your approach to the scope of work as part of your transmittal letter.
- Q10: What is the estimated Start Date for this Project?
- A10: The start of construction is estimated to be in Spring, 2021.
- Q11: On page 6, Section C. Submission of Proposal, the RFP states, “Please submit one (1) copy of the Proposal and one (1) electronic copy of the Proposal.” Given the current Shelter in Place orders, is the City still requiring a hard copy of the proposal?
- A11: The City will waive the requirement for the hard copy. The time and date of submittal as logged by the e-mail system will be considered the official date and time of the submittal.
- Q12: On page 5, Section B. Right of Way Acquisition Services, the RFP states, “Provide negotiation and acquisition services necessary to deliver the required property rights to the City, including completion of transactional agreements and related documents.” In this instance, does ‘transactions agreements’ imply that the City is seeking Escrow and Closing services for each of the impacted parcels?
- A12: The City will utilize the services of a title company for the escrow and closing services for each acquisition. “Completion of transactional agreements and related documents” refers to the preparation of the Easement Grant Deeds and Purchase Agreements. The City can provide the templates for these documents.
- Q13: Will the Consultant will need to provide Preliminary Title Reports or will the City be acquiring them?
- A13: The City will provide the title reports.
- Q14: Will the City be providing preliminary title reports? If not, will the contractor be responsible for obtaining the reports?
- A14: The City will provide the preliminary title reports.
- Q15: In addition to the public utility easements, will the contractor be required to provide rights of entry and temporary construction easements for all 11 properties as well?
- A15: Yes, a generally described blanket right of entry and temporary construction easement will be required at each parcel with requirements that access to private properties not be blocked.

- Q16: Can the City please clarify if there is any format or submission requirement for pricing (where in the proposal format would you like pricing to be located, etc.)?
- A16: There was a typo that mentioned submittal of a cost proposal. A cost proposal is not required to be submitted with the proposal, and no scoring will be based on costs.
- Q17: Can the proposals be submitted electronically, via email, instead of hard copy submittal?
- A17: Yes, the City will accept an electronic e-mail submittal instead of a hard copy.
- Q18: Does the City have a permanent easement template/sample in addition to the TCE and Permit to Enter that they attached to the RFP?
- A18: Yes, the City will provide these documents.
- Q19: The plat maps in the RFP appear to show the permanent easement areas only. Will any temporary easements be needed beyond what is shown in the RFP/plat maps?
- A19: Yes, a generally described blanket right of entry and temporary construction easement will be required at each parcel with requirements that access to private properties not be blocked.
- Q20: Due to the COVID-19 pandemic Fedex is not guaranteeing delivery by its due date. If our proposal is sent a day or 2 before the due date will the city still accept the proposal?
- A20: The City will waive the requirement for the hard copy. Please submit an electronic copy by e-mail. The time and date of submittal as logged by the e-mail system will be considered the official date and time of the submittal.
- Q21: We understand the project is not Federally funded, but will independent appraisal reviews be needed?
- A21: No, City staff will review the appraisals
- Q22: The plats and legals show the PUE area, but it does not indicate the area of the TCE, as described in the RFP. Is there TCE, and if so, will the TCEs impact any of the business access or parking? Is mapping of the TCE areas available?
- A22: The TCE's will be a generally described blanket right of entry and temporary construction easement required at each parcel. The TCE will require that at least one point of access to private properties remain open at all times. No mapping of the TCE areas is available.
- Q23: For the Chevron gas station specifically, will the PUE/TCE impact the gas station access or the carwash?
- A23: Neither the PUE or TCE at the Chevron Station should not impact access to the station or the car wash.

Jeff Freitas
Property Manager
City of Napa

Date: April 17, 2020

ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM NO. 1 TO

**REQUEST FOR PROPOSAL
RIGHT-OF-WAY SERVICES**

DATED March 27, 2020

I have received ADDENDUM NO. 1 for this proposal consisting of three (3) 8-1/2" X 11" pages including this sheet.

Signed

Date

Print Name

Title

Company Name (please print)

Phone Number

Please email a PDF of an executed copy of this acknowledgment to the City of Napa:

Attn: Jeff Freitas
Email: jfreitas@cityofnapa.org