

Request for Proposals for Consulting Services for the Palms Park Comm. Center Improvement Project

RFP ADDENDUM NO.1

Date of Addendum: July 28, 2025

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

Proposer shall acknowledge receipt of this addendum by **attaching to his/her proposal.**

I, _____
Consulting Firm

hereby acknowledge receipt of Addendum No.1 to the RFP, the PALMS PARK COMMUNITY CENTER IMPROVEMENTS PROJECT CONSULTING SERVICES, and have considered these revisions in the preparation of my proposal. This addendum, consisting of this acknowledgment and 2 additional pages shall become a part of any contract made pursuant hereto.

Date

Consultant's Signature

Consultant's Name

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PROPOSAL SUBMITTAL DEADLINE

The Proposal submittal deadline remains the same and is not changed by this Addendum.

1.0 – RFP

Item	Section	Description of Change
1.1	1.D - Schedule of RFP Events	The date for possible interviews with short-list shall be revised from “Week of 08/18/2025” to 8/26/2025 . Interviews will only be conducted if deemed necessary by the City upon their completion of the proposal evaluations.
1.2	3.B – Scope of Support; Construction Management	First bullet point is revised to include the following: “The draft project documents provided in attachments E & F have been previously reviewed for constructability. The selected consultant will be expected to review the project documents and provide the City with any suggested revisions prior to the construction bid solicitation. The proposer’s effort for this task shall be included in their cost proposal.
1.3	5.D – Scoring Criteria	Experience Criteria is revised to include the following: “References provided pursuant to Section 4.A.3 of this RFP will be a significant factor in the City’s evaluation of the respondent proposals. Proposers are strongly advised to verify the accuracy of the reference information and corresponding contact information provided in their proposals.”

2.0 – QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted above in the RFP section of this Addendum.

Item	Questions and Answers
2.1	<p><u>Question:</u> Would the City be willing to accept an electronic version of respondent proposal to Mr. Yamakawa’s email?</p> <p><u>Answer:</u> Email submissions will not be accepted. Refer to Section 4 of the RFP for information regarding submission requirements.</p>
2.2	<p><u>Question:</u> Would the City consider excluding covers, tabs and table of contents from the 10-page count?</p> <p><u>Answer:</u> Yes, covers, tabs and the table of contents are excluded from the 10-page count.</p>
2.3	<p><u>Question:</u> Will the selected consultant be required to keep our books on a Federal Acquisition Regulation (FAR) basis given the federal funding associated with the project?</p> <p><u>Answer:</u> The federal funding associated with this project was secured through the Community Project Funding (CPF) program which is administered by HUD. The project also includes State grant funding sources that will be administered by the State of California – Natural Resources Agency – Department of Parks and Recreation. As a consultant for the City (grant awardee), the selected consultant will be required to provide any/all reporting and/or backup documentation to ensure the City’s compliance with the pertinent federal and state requirements. The CPF guidelines can be accessed at the following link:</p> <p>https://www.hud.gov/sites/dfiles/CPD/documents/EDI_CPF_Grant_Guide.pdf</p>

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2.4	<p><u>Question:</u> Section 2.A.C lists “Construction Material Testing and Inspection” as part of the scope of services. However later in the Construction Inspection scope of services (Section 3.B), it states “review soil compaction and materials testing certifications of compliance (COC). Coordinate with City’s Acceptance Testing (AT) and Independent Assurance Program (IAP) testing firms regarding quality of work.” This suggests that the City will retain a Materials Testing and Inspections firm separately from this solicitation. Please confirm if we are to include Construction Materials Testing and Inspection in our submission.</p> <p><u>Answer:</u> Construction Materials Testing and Inspection support services <i>may</i> be required of the selected firm. Proposers should provide a narrative in their proposals detailing their familiarity and experience with providing said services. Proposers shall familiarize themselves with the draft project plans and specifications provided in attachments “E” and “F” (respectively) of the RFP, in order to estimate the level of effort that may be required for this task. Construction Materials and Inspection support services shall be shown as a it’s own line item in the proposer fee schedule, which will be subject to negotiation after the consultant technical evaluation.</p>
2.5	<p><u>Question:</u> Can you please confirm that the only proposal response submittal that the City is expecting from the bidders is the USB drive containing the technical proposal and the cost proposal as two files, delivered to the address by the deadline?</p> <p><u>Answer:</u> The Cost Proposal (Fee schedule) shall be submitted in a separate sealed envelope. The acceptable format of the cost proposal shall hard-copy OR digital (PDF file on USB). The envelope containing the cost proposal will only be unsealed/opened after a consultant is selected in accordance with Section 5 of the RFP.</p>

END OF ADDENDUM