



Finance Department
Purchasing Division

REQUEST FOR PROPOSALS (RFP)
Specification No. 24-11634-C
FOR
As-Needed Hazardous Fire Fuel Treatment
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

ADDENDUM "A"
November 15, 2023

Dear Proposer:

Questions received from proposers along with answers are attached.

Proposals/bids must be received no later than 2:00 pm, on Tuesday, November 21, 2023 All responses should be sent via email to purchasing@berkeleyca.gov and have "**As-Needed Hazardous Fire Fuel Treatment**" and **Specification No. 24-11634-C** indicated in the subject line of the email. Please submit one (1) PDF of the technical proposal. Corresponding cost proposal shall be submitted as a separate PDF document.

Proposals will not be accepted after the date and time stated above.

We look forward to receiving and reviewing your proposal.

Sincerely,

Darryl Sweet
General Services Manager

Addendum “A”

Questions and Answers for Specification No. 24-11634-C PROJECT NAME As-Needed Hazardous Fire Fuel Treatment

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 24-11634-C, As-Needed Hazardous Fire Fuel Treatment**. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

1. Q. asking about a potential proposer list

1. A. We do not have a formal list.

2. Q. Is there a contractor’s license requirement for the above-referenced project bidding on November 21st?

2. A. The contractor should have appropriate licensing to conduct the work requested by the City. The City recommends Class B, Class C27, or Class C49 given the scope of the work. Other licensing is subject to discussion.

3. Q. I have a copy of this RFQ (Request for Quote). The bid documents do not indicate that we are to supply pricing for this work. How are we to bid on this project and how are you able to compare bids if there is no pricing attached

3. A. The purpose of an RFQ (Request for Qualifications) is to qualify a list of potential vendor(s) with the most comprehensive proposals demonstrating their understanding of the Scope of Services and ability of the vendor team to provide the appropriate combination of experience and client references. The City’s goal is to determine a pool of suitable partners to quote future Fire Fuel Treatment Services in support of the reduction of Wildfire Risk within the community.

4. Q. Can the City provide a copy of or the direct link to, the sample Professional Services Contract mentioned on page 10?

4. A. Attached

5. Q. Is it acceptable for contractors to submit a proposal for specific items in the scope of services? Or is the City looking for contractors that can provide the complete list of items in the scope of services?

5. A. The City is looking for the most comprehensive understanding and ability to provide the scope of services. The City will engage the list of selected vendors to provide quotes for future work. We understand that vendors may not be able to perform all tasks or have the equipment to do so and may need to subcontract.

6. Q. What percentage of the anticipated task orders will be conducted on private property?

6. A. As of now, we anticipate 80 percent of the work to be conducted on private property; however, the City has innovative programming and this may change.

7. Q. Can contractors submit a proposal to provide services only on public property?

7. A. No. The contractors need to be able to work on both public and private property.

8. Q. Who is expected to coordinate visits with property owners? Will a City representative be on site to interface with homeowners for task orders on private property?

8. A. The City found that allowing contractors to develop their own schedule to conduct the work is best. For private property, Berkeley Fire Department defensible space inspectors will have already engaged residents and reached an agreement on the scope of work based on inspection reports. The contractor awarded for private property defensible space work will receive a list of addresses and the inspection reports to coordinate their own schedule..

9. Q. How will task orders be issued (rotation or competitive bid)?

9. A. Competitive bid. City staff will arrange site visits to explain the scope and provide any needed clarifications. If contractors are available, they can attend the site visit and submit proposals. For private property (defensible space work), a site visit may not be necessary. City staff will inform contractors of our process to discuss the scope of work and absence of accessibility conducted in the hills.

10. Q. Are contractors allowed to decline task orders?

10. A. Yes.

11. Q. Once task order proposals are requested, what is the turnaround time for sending a proposal to the City?

11. A. Seven (7) calendar days.

12. Q. Section B. and Section D. both request a list of similar projects with contact information for references. Section E. asks for contact information for references as well. Can the City please clarify the difference in information being requested in these sections?

12. A. Section B is looking for project examples and contacts. Section E is looking for client references that we can call. They may be the same. Often contractors have long-term clients that serve as a reference, but the work is not similar and cannot be used for project examples.

13. Q. Item G. Budget asks for the proposer to “Demonstrate track record in meeting budgetary requirements.” Can the City clarify the level of detail being requested under this section?

13. A. Provide a percentage of projects completed within budget and on time.

14. Q. Item H. Project Organization asks for “including an estimate of each individual’s time commitment to the project.” Since this is an on-call contract, it is difficult to anticipate how much time each person will need to commit to each task order. Would the City consider eliminating this requirement?

14. A. Please provide an estimate of the average percentage of time spent between admin staff field crews/costs.

15. Q. Item I. Project Understanding and Approach asks for “Provide a work plan with as much detail as needed to describe how the required services and scope of work will be performed.” Can the City confirm that the proposer should describe in detail how each item in the scope of services would be performed in a general manner? Should we assume that the project would be performed on public or private property?

15. A. Yes, it can be described in a general manner and yes assume the work is on both private and public property.

16. Q. Regarding Attachment A. Checklist: Since this is an electronic submittal, do the required forms need to be wet-signed in blue ink? Or will an electronic signature and/or DocuSign signature suffice?

16. A. An electronic signature is acceptable.

Except as provided herein all other terms and conditions remain unchanged.