



Finance Department
Purchasing Division

REQUEST FOR PROPOSALS (RFP)
Specification No. 24-11650-C
FOR
LORIN & GILMAN PARKING BENEFIT DISTRICT(S) FORMATION SERVICES
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

ADDENDUM "A"
FEBRUARY 15, 2024

Dear Proposer:

Questions received from proposers along with answers are attached.

Proposals/bids must be received no later than 2:00 pm, on Thursday, February 22, 2024 All responses should be sent via email to purchasing@berkeleyca.gov and have PARKING BENEFIT DISTRICT FORMATION SERVICES and **Specification No. 24-11650-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. 24-11650-C PARKING BENEFIT DISTRICT FORMATION SERVICES

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 24-11650-C, PARKING BENEFIT DISTRICT FORMATION SERVICES**. 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. The RFP states proposals must be received no later than 2:00 pm, on Thursday, February 23, 2024. Can the City confirm the due date is Friday, February 23, 2024?

1. A. The RFP is due no later than 2:00 PM (PST), Thursday, February 22, 2024

2. Q. Is there any expectation that the consultant will work on-site in a City of Berkeley office(s)?

2. A. No

3. Q. Will meetings be held virtually, in person, or some combination of both?

3. A. City Council meetings provide the opportunity for presenters and participants to attend and present virtually via ZOOM and via telephone. In addition, the majority of the involved stakeholder and community groups also hold hybrid and virtual community meetings. However, due to the technological challenges of some members of the Berkeley community, it is strongly encouraged that at least half (and no more than four) of the public community meetings are attended in person.

4. Q. Will the City of Berkeley provide the consultant access to any data necessary including but not limited to real estate, business, and vacancy data?

○ **If data is needed to be purchased, who will be responsible for payment?**

4. A. Yes, staff will provide any readily available data necessary for the consultant to complete their work. If any additional data is required to be purchased it shall be covered by the consultant with the funding available for the RFP services.

5. Q. Are there already working groups of stakeholders involved related to the focus of this RFP?

5. A. Yes, the Lorin Business Association of South Berkeley and the Gilman District are aware and supportive of this effort and have engaged and notified their members of this upcoming opportunity.

6.Q. To date, has there been any feedback from the stakeholders within the proposed parking benefits district(s)? If so, what has been the sentiment?

6.A. Yes, the organized stakeholder organizations in each both areas have expressed support.

7.Q. The RFP states “Proposers are expected to prepare for and attend public hearings and make presentations as needed (not to exceed 8 public meetings).” — is in-person attendance required or will attendance be via phone/video conference?

7.A. See response for question #2 above.

8.Q. Outside of the public meetings, is it expected that there will be a stakeholder engagement component to this work? To what degree would the City of Berkeley like to gather insights from community stakeholders as part of this work?

8.A. The City of Berkeley's Office of Economic Development, Planning Department, Berkeley Business District Network (BBDN), Berkeley Chamber, Bay Area Organization of Black Owned Businesses (BAOBOB), and Pierce Abrahamson, Masters in City Planning, UC Berkeley, have provided the majority of the desired stakeholder engagement for this effort.

9.Q. Is there documentation that reviews/outlines the legislative process, sample documents, and timelines?

9.A. Yes, the City of Berkeley's *Records Online* public records system has records of previous BID formation and BID expansion processes. In addition, there are numerous examples of Parking Business District, BID formation and BID expansion in cities across California available that are available online.

10.Q. The RFP provides a project budget for both formations of \$70,000. Is there any flexibility in that budget?

10.A. There's no additional funding at the time of the publication of this RFP.

11.Q. What is the City's plan for outreach and engagement of stakeholders in the Parking Districts in order gain consensus and achieve the required petition threshold?

11.A. City staff will partner with the selected consultant to continue the appropriate level of outreach and engagement for this effort. It's also staff's understanding that pursuant to Section 36600 et seq. of the California Streets and Highways Code, also known as the Property and Business Improvement District (PBID) Law of 1994 (the "Act"), unless businesses and property owners will be directly assessed by the formation or expansion of a Business Improvement District through fees on a business license or property they may participate in a petition vote. However, the formation or expansion of a parking benefit district still provides public notice and public hearing to receive testimony of all interested persons for or against the establishment of the area, however it will not require a petition vote, only a vote by the Berkeley City Council.

12.Q. We see the submission requirements on page 4. Would the City be interested in seeing a company overview, project team with resumes, scope, and project timeline? Any other sections? In any order of preference within the proposal?

12.A. Yes, applicants may include a company overview, project team with resumes, scope and project timeline in addition to the listed submission requirements.

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