



Jun Caranto, PE, Acting Bureau Manager | Project Controls & Services
severino.caranto@sfdpw.org | T. 628.271.2206 | 49 South Van Ness Ave. Suite 700, San Francisco, CA 94103

ADDENDUM No. 1

Sourcing Event ID 0000010056

Request for Qualifications As-Needed Landscape Architectural Services No. 3

November 21, 2024

The Request for Qualifications (RFQ) with Sourcing Event ID 0000010056 is amended in accordance with the following Addendum No. 1.

Please acknowledge receipt of this Addendum by completing the "Acknowledgement of Receipt of Addenda" form included as Appendix C, Contract Forms, in the original RFQ documents.

CHANGES TO THE RFQ:

None.

QUESTIONS AND ANSWERS:

(Questions were paraphrased for clarity.)

Q1:	Where can I get a list of LBE firms located in San Francisco?
A1:	<i>San Francisco Contract Monitoring Division (CMD)'s Directory of LBE firms can be found at this link: sfcitypartner.sfgov.org/pages/LBESearch/supplier-search.aspx.</i>
Q2:	We would like to provide our services as a subconsultant, how can we get the word out?
A2:	<i>You may post your Partner Request on the RFQ page of the SF City Partner website.</i>
Q3:	We intend to submit a proposal as a prime. How can we advertise our outreach to potential LBE subconsultants?
A3:	<i>You may post your Partner Request on the RFQ page of the SF City Partner website.</i>

Q4:	We intend to submit a proposal as a prime, and we are looking for a subconsultant for a specific discipline? How can we get the word out?
A4:	<i>You may post your Partner Request on the RFQ page of the SF City Partner website.</i>
Q5:	RFQ Section 1 – Introduction and Solicitation Schedule, 1.2, A states that the not to exceed amount for each Master Agreement is \$800,000.00. Please confirm that \$800,000.00 is the total value of each Master Agreement, and that it is not the cap for each Contract Service Order (CSO).
A5:	<i>Confirmed.</i>
Q6:	Will the selected teams under the master agreements be directly awarded task orders, or will task orders still require a competitive bidding process among the selected teams?
A6:	<i>Please see RFQ Section 7 – Contract Award, 7.5 on pdf page 25.</i>
Q7:	If awarded a contract, could we utilize our affiliates when and if needed?
A7:	<i>The department takes no exceptions to a firm’s non-lead internal staffing arrangements so long as the project deliverables are consistent and meet the expectations of the client. Your firm’s affiliates may be listed as subconsultants if they qualify.</i>
Q8:	Are task orders expected to require permits, such as regulatory agency review, CEQA compliance, building permits, and utility service approvals? If so, will the consultant’s role involve supporting the City in preparing submittal documents, or will the consultant be responsible for submitting and securing approvals?
A8:	<i>Please see RFQ Section 2 – Scope of Work on pdf page 5.</i>
Q9:	Are tabs included in the page count for each section?
A9:	<i>No.</i>
Q10:	Can we continue to ask the CMD office questions about CMD forms after the RFQ deadline for questions?
A10:	<i>Yes.</i>

Q11.	Please confirm that we can submit a pedestrian / bike trail that is over one mile long as a sample project for RFQ Section 8 – Submittal Requirements, 8.3, A, 4, a), iv. Urban Trail
A11.	<i>Confirmed.</i>
Q12.	RFQ Section 5 – Minimum Qualifications, 5.1, A, ii asks for Landscape Architectural projects completed in the last 5 years. Does this mean projects that have been constructed?
A12.	<i>We will allow projects with design phase and / or construction phase completion date in the last 5 years.</i>