

December 29 (if required), the contract will be awarded on January 10th, and the notice of award will be sent to the selected firm on January 11th, 2012.

5. Discussion/Questions:

Carlos provided the following miscellaneous information before the question portion of the conference began:

1. Page Count: There is a 25 page limit for the proposal. The proposal should focus on this project and the proposed project team. Resumes may be included in the appendix as not to count against the page limit. The evaluation criteria for the proposal is included as an attachment to the RFP.
2. Two addendums have been issued. A link for the approved plans for use on this project was included with Addendum #2.
3. Base Line is a major arterial within Highland, so this will be a high profile project. There are numerous business and churches with schools, as well as City Hall along the affected stretch of Base Line.
4. The construction contract is anticipated to last 120 working days.

Q: What is the time requirement for the RE to be present at the jobsite?

A: It is at the discretion of the proposing firms to determine the amount of time they feel is appropriate for the RE to be present in order to properly administer the project. A qualified inspector is required to present at all times during construction.

Q: Is night work required?

A: The contractor has the option of working nights or weekends as indicated in the construction documents. The proposing firms should provide for management of some night or weekend work.

Q: What are the provisions for overtime?

A: The standard hours of work will be from 7:30 A.M. to 3:30 P.M. Any overtime work requested by the contractor will need to be approved ahead of time in writing by the City.

Q: What is the format for consultant invoices?

A: As this is a federally funded project, all invoicing and formatting must be compliant with Caltrans standards and requirements.

Q: Are any consultants precluded from submitting on this project.

A: The City does not foresee any conflicts with allowing any consultant to propose on this project at this time.

Q: What extent is utility coordination required?

A: At a minimum Edison coordination will be required for the removal and replacement of street lighting and installation of a new electric service for the irrigation controllers. Coordination with the East Valley Water District is required for the installation of irrigation water meters. There is no new services required in connection with required traffic signal work.

Q: Have the required new services been through the planning process with the respective utilities?

A: Yes

Q: Are copies of the sign in sheet available?

A: Yes, it will be posted to the City website by the end of the week.

Q: Will the City provide office space for the contracted RE?

A: No, there is limited space available to the City so the selected consultant needs to make such arrangements independently.

Q: The RFP states that a schedule shall be developed independently by the consultant, is this correct?

A: Yes. A schedule must be developed independently by the consultant for submission to the City as well as reviewing and commenting on the schedule submitted by the contractor.

Q: Is a planholder list available?

A: Yes, the planholder list will be posted to the City website by the end of the week. However, as there are other avenues of obtaining the RFP and the supporting documentation, the list will only contain those firms that have requested documents through the City.

Q: Does the construction inspector need to be certified to inspect for SWPPP compliance?

A: Yes, however, as this may not be clear in the RFP the City is considering issuing an addendum to clarify the requirements.

Q: Will questions regarding the RFP be answered after this conference?

A: Yes, any further questions must be submitted in writing to Carlos Zamano as indicated in the RFP by December 19, 2011 at 5:00 P.M. A question and answer summary will be posted to the City website shortly after the question deadline.

The meeting was adjourned at 10:30 A.M.

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