



# SAN FRANCISCO PLANNING DEPARTMENT

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**EP17-01: Request for Qualifications for As-Needed Consultant Services for Environmental, Transportation, Historic Resources, and Archeological Review**

**RFQ Addendum #1**  
**Changed LBE submission requirements, San Francisco Planning**  
**Page Number Form and**  
**Responses to Proposers Questions**

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**1. Amended CMD forms and LBE Submission Requirement:**

At the RFQ stage, firms shall submit the following documents:

1. Form 2A – CMD Contract Participation Form
2. Form 3 – CMD Non-Discrimination Affidavit
3. Form 4 – CMD Joint Venture Form (if applicable)
4. Form 5 – CMD Employment Form

Further solicitations and/or task orders resulting from this RFQ shall require submittal of the following documents at the time of proposal:

1. Form 2A – CMD Contract Participation Form
2. Form 2B - CMD “Good Faith Outreach” Requirements Form
3. Form 3 – CMD Non-Discrimination Affidavit
4. Form 4 – CMD Joint Venture Form (if applicable)
5. Form 5 – CMD Employment Form

**If your firm fails to submit the correct CMD documentation by Deadline for RFQ Responses, the response may be determined to be non-responsive, rejected, not evaluated, and Respondents will not be eligible to be on the Prequalified Consultant List for this RFQ.** The forms should be part of the “Original” proposal. The forms should have original signatures. Please submit only two paper copies and one electronic PDF copy of the above forms with your Qualifications if you are seeking the LBE bid discount/rating bonus for public-sponsored projects.

**2. San Francisco Planning Department Page Number Form**

The form has been added as a requirement for respondents’ submission for RFQ EP17-01. The San Francisco Planning Department Page Number form will assist the review panel with finding the information in the Proposal that corresponds to the evaluation criteria. For each item listed on the form, please list the page number(s) where the reviewer may find the answer(s) to the criteria and attach the form to the front of each proposal submission.

### **3. Responses to Proposers Questions:**

Q: Regarding LBEs, you mentioned we can leave LBE subconsultants as TBD at this time, would there be any benefit to forming a team that would include LBE's for the RFQ stage?

A: When you put someone on your Form 2A, you are essentially making a commitment to working with that person on future projects. This submittal is to establish a pool of pre-qualified consultant. It's a good idea to start engaging LBEs and starting to think through those relationships; however if you put someone on the Form 2A, either during the project stage or at the RFQ stage, CMD is going to hold you to that commitment. Another distinction: For example, if CMD sets a 20% requirement on a project; if you propose someone for 25%, CMD sees that as a commitment and will hold you to that.

Q: The RFQ uses the term 'joint venture': Is that synonymous with teaming, or are there certain mechanisms to be in place for that?

A: There are certain mechanisms that need to be in place to formalize that relationship as a joint venture. Consultants can get a diminished ratings bonus depending on your participation with a certified joint venture partner. That joint venture partner has to be doing the prime level work, and the relationship has to be in a formalized agreement between the joint venture team that outlines who will control the entity and who will do what work. CMD must make sure it is a real joint venture in order to qualify for a ratings bonus.

Q: My firm is not an LBE, but we want to maintain that flexibility in the future for public projects, do we have to do anything now?

A: If you are going to submit as an LBE at this stage for a ratings bonus (unless you are proposing as a joint venture) you will still fill out form 2a with as much information as you have. In the subcontracting portion, you would put TBD, which would then be updated on a project by project basis. During the project phase, your firm would update the Form 2A and go through good faith outreach process.

Q: If we are only applying for the historic resources section and we are not an LBE, and we could potentially do the work that is scoped ourselves, is there a benefit to bring on someone who is an LBE.

A: The benefit would be that you are engaging the LBE community, or potentially finding a joint venture partner, but you are not required to do so at this pool establishment stage. If

a specific project has a relatively limited scope, CMD will develop the approach to LBE participation, and that will be communicated to the consultant (or team) selected.

Q: In regards to the CMD forms, I just want to confirm that even if we're not applying for the LBE rating bonus, we still need to submit Form 2A. Do we need to submit any others (Form 5, etc.)?

A: Yes, please see above.

Q: On page 22 of the RFQ, the first paragraph mentions that the CMD forms should be part of the "original" proposal. However, on page 8 of the RFQ it only says to submit six copies, it doesn't specify that we need an original. Should we mark one of the six copies as original, and include the two sets of wet signed CMD forms within that package? And do you want us to include copies of the CMD forms within the other five packages? Finally, would you like the electronic CMD forms to be on a separate flash drive/CD than the full proposal, or can they be on the same one?

A: **UPDATED:** One (1) electronic copy of the CMD form will suffice. Please include the CMD form on the same flash drive, but as a separate file. The panel members do not need a copy of the CMD forms.

Q: Is LBE participation required?

A: Not at the RFQ stage. LBE participation requirements will be set on a project-by-project basis. See also above.

Q: Is outreach required at the time of this SOQ, or only when project-specific proposals are submitted?

A: Not at the RFQ stage. LBE participation requirements will be set on a project-by-project basis. See also above.

Q: Please confirm only the following forms are required to be submitted with this SOQ. Also, are these forms required if we are only submitting for private projects?

- a. Form 2A – Contract Participation Form
- b. Form 3 – Good Faith Effort
- c. Form 4 – if applicable, Joint Venture Form
- d. Form 5 – CMD Employment Form

A: At the RFQ stage, firms shall submit the following documents:

1. Form 2A – CMD Contract Participation Form
2. Form 3 – CMD Non-Discrimination Affidavit
3. Form 4 – CMD Joint Venture Form (if applicable)
4. Form 5 – CMD Employment Form

Additional information on CMD and LBE forms can also be found on pages 20-25 of the RFQ.

Q: Can you please confirm that this RFQ is not requiring firms to provide any work samples? I don't see this listed on pages 9-10 of the RFQ, but this item was required in the last round. I just want to be sure we aren't omitting something important.

A, The RFQ states on page 9 (C.2.d) that respondents must submit the following information in their response; “A description of not more than six projects prepared by the firm that demonstrate experience and ability in the required skills outlined in Section II of this RFQ, including a project summary, client references and telephone numbers, staff members who worked on each project, as well as information regarding adherence to project budget and project schedule. Descriptions should be limited to one page for each project.”

Q: Are consultants required to have insurance policies in order to qualify for the pool?

A: Insurance is not required at the initial stage of qualification submissions. However, once consultants pre-qualify and there is a project that is being sponsored by the Department, the firm that is awarded the contract will be required to submit proof of your insurance.

Q: Do private projects require insurance?

A: For a private project, it will depend on the client; some ask for insurance. Please work directly with the private company on insurance requirements.

Q: On Pg. 9 on reference, “Where references reflect that the consultant has a conflict of interest, such submittals will be excluded from consideration for a particular project.” Should we avoid having current topic leads as references?

A: During the reference check stage, if there is a conflict of interest (for example, your reference listed is a panel member or a subject matter expert evaluating the proposals or a topic lead for the RFQ), Planning will exclude that reference and skip to the next reference.

Q: Regarding rates, the RFQ asks for one stable rate for the duration of the contract. Is that one rate per staff member being proposed? Is there room for a range to be provided throughout the contract period?

A: Yes, a range of rates can be presented. It is suggested that the response to the RFQ present a position rates instead of person's rate, as staff changes may occur. List the position, e.g. project lead or project manager.

Q: I know there is a separate pool for Transportation consultants. Does that mean if we are forming a team for the general pool, we do not need to include a transportation consultant?

A: Yes, the transportation consultant would be selected from the Departments prequalified consultant pool. You do would not need to have a transportation subconsultant in the response to the RFQ.

Q: In the RFQ, you ask for not more than 6 projects prepared by the firm; I'm wondering if it is alright to use projects that were prepared by firm staff at a different firm or does it need to be done all by the firm?

A: This question is referring to page 9(2D) of the RFQ which requires that respondents present a description on no more than six projects prepared by the firm that demonstrate experience and ability in the required skills outlined in Section II of this RFQ. If the project examples were prepared by team members at a different firm than the current firm submitting on the RFQ, these projects would qualify as project examples. Respondents can count the experience that a team member has from a previous firm to the current firms RFQ qualifications.

Q: Do you want to see subconsultant qualifications, or not at this time?

A: If your firm is forming a team with a subconsultant it's suggested that you list the subconsultant as part of your team. This allows for the review of your proposal to present more complete information on the firm's qualifications.

Q: Contracting and the rate structure: Given that you have to be qualified for the pool to work on Federal or State contracts; some of those Federal or State-level agencies require different rates structures, would we be held to the same rate structure for the for the on-call pool?

A: For Federal or state funded projects, there is a potential that the Department will release a mini-RFP from the pre-qualified list. At that time the firms would be required to submit different forms and different requirements for the specific project.

Q: Under Archeological consultants on page 13, number 3 states “RPA-certified,” – is that for all key personnel or is that for the lead?

A: The response should present as many team members as possible that are RPA-certified. However, not all team members would be required to be certified. This requirement should be met for the team leads. Planning wants to ensure that some people at the qualified firms are RPA-certified. All applicants should meet the Secretary of Interior standards qualifications.

Q: Also under Archeology, you are asking for 5 years of management experience – can you explain what kind of experience?

A: The qualifications require team members who have been field crew chiefs and have also been principal leads. Experience includes staff who has managed field crews, lab work, and final report production in both prehistoric archeology and historical archeology in the San Francisco Bay Area. For historical archeology the qualifications require people who have experience with local archives, as well. Anything you can do to demonstrate that experience would be helpful.

Q: Presumably, will the rate sheet respondents submit with our proposal apply to the private developer contracts? To clarify on rates: When we submit our rate structure, you suggest we can put in a range of rates, instead of an absolute rate. And we can put a position instead of a staff person. When we submit our rate structure, will that be used just for public projects? Or will that be shared with private entities?

A: The Department will not send the rate structure to a private developer. However, the Department provides a list of three consultants to a private developer that they will be allowed to select one from. Planning will manage and approve the scope of work for the environmental review, and the consultants will provide a contract to the private developer based upon that scope of work. The Planning Departments involvement between the consultant and the project sponsor does not include approving contracts and payments.

Q: Will the three consultants know who the other two consultants are?

A: Yes; the Department will distribute the list of the three consultants and all three are listed and will be notified at the same time.

Q: Is the rotation consultant pool provided after the PPA or the EEA?

A: It depends upon the project and where the project sponsor is in the project. For a typical project the PCL will be sent out after the PPA has been completed and the EEA has been assigned to a planner, or is about to be assigned to an EP staff. In this

circumstance, the PPA and EEA will be sent to the three consultants to help scope the environmental review of project. Sometimes, given scheduling conflicts, the PPA will not be accessible. EP staff will attempt to provide other materials to scope the project.

There is a slightly different process for the Archeology PCL. After an EP staff has been assigned after the EEA, the project goes through a preliminary archeology review, where Planning will determine if a technical document is required at that time. Usually that technical document is an archeological sensitivity assessment or an archeological research design and treatment plan that is required as mitigation from an environmental document. The PCL will be sent out after the approval of the environmental document. Project sponsors will request the PCL as fulfilling their mitigation monitoring requirements; that occurs after environmental review is complete and we are moving into mitigation phase.

For historic resources, if the PPA state there is an HRE required, the project sponsor can contact Planning to request the PCL.

For the transportation, if the PPA state there is a circulation memo required, the project sponsor can contact Planning to request the PCL.

Q: If a firm is on two lists, might that firm get two requests on the rotation list?

A: Yes, that can happen and it is dependent on the rotation of the pool. It would not be considered a conflict of interest. The staff people who rotate the general environmental and the staff people who rotate the transportation, historic, and archeological pools are different and they work independently. For example, one firm could be on two or three different lists, and each rotation is administered separately.

Q: How many bid requests were issued in the last contract term, for the general environmental pool? Total amount of general Environmental contractors that were selected in the last term?

A: The Department received 65 bids and 55 were pre-qualified. The last RFQ (2014 – 2017) covered \$7.2 million dollars' worth of projects. The pre-qualified pool for this particular RFQ is set for \$10 million. However, pre-qualified firms are not guaranteed any projects by being on the list of pre-qualified consultants.

Q: Under Section 7A – Contract Requirements – there is a reference to an Agreement of Professional Services attached separately, under pages 24-30, Section 7a – is there a missing attachment? And would that agreement be a draft contract with CPC?

A: The Standard Contract provisions will be updated on the bid website. The contract is a draft agreement with the city's contracting department.

Q: To clarify, each time a firm gets work from pre-qualified pool, would we enter into a separate contract with the respective departments, such as SFMTA, CTA, etc.?

A: Yes; if you are entering into a contract with a different department, they may have different requirements and you will work directly with their contract analyst. The general P-600 and the contract terms are city-wide.

Q: I think the RFQ says that 20 firms will be selected – I wanted to confirm if that is across all four pools?

A: The RFQ process will select up to 20 firms for each of the four pools. This would result in up to 80 consultants being selected. The Department will select consultants to be on the list of pre-qualified consultants that meet the minimum qualifications.

Q: Will you provide the names of the firms on the previous pool?

A: The lists of previous firms are listed on the Department website ([web link](#)).

Q: If we are in two separate pools, for example historical resources and archeology, and the pools are rotated three choices per pool, if we can perform both services, might we only be selected for one but not the other?

A: Yes, that could be the case. The selection of a consultant from pool will vary based upon the project.

Q: Rates – Up to an additional two years (up to four years); would the rate sheet, only applicable to public projects, be locked in for up to four years, or after two years could we provide an updated rate sheet?

A: The rate sheet is for two years. There will be an opportunity to resubmit for amended contracts.

Q: Subcontracting and subconsulting: is it permitted? If you are on the pool and you get selected, are you allowed to bring on a subconsultant to help you with that?

A: Yes, it is permitted on a project-by-project basis and based on the scope of work. Depending upon the project, the consultant would need to submit the subconsultant information to the Department and the project manager. For a private project, you can bring on a subconsultant. The consultant would work directly with the project sponsor on subcontracting. **Specific circumstance:** Some private projects enter into development



agreements with the city, and thereby agree to certain terms, such as workforce and small business requirements. If you are selected by the sponsor for a project and you engage in subcontracting; there is a good chance you will be required to engage in a good faith outreach efforts.

Q: Transportation pool question: A normal, private transportation project: the consultant who is awarded the contract can bring on additional subconsultants outside of the pool?

A: The consultant can bring on subconsultants that are the Departments list of pre-qualified consultants, or are not. However, the prime consultant would be responsible for the subconsultants work product to ensure it meets the Department requirements for document submittals. When subcontracting, make sure you are complying with the LBE requirements.

Q: Subconsulting – isn't that a way of getting around the quality control of that you are exercising by creating this consulting pool? Are you going to check the subconsultants meeting the standard requirements?

A: The Departments requires that there is a QA/QC plan for all document submittals to Planning. Additionally, the City's new financial system requires listing the subconsultant and their payments. Additionally, if you are using a subconsultant to meet your LBE requirements, and you need to switch out that subconsultant, you will need to resubmit their qualifications and Planning will review them.

Q: In the rotation, we are now allowed one skip. I've had some experience with certain developers who are slow at paying their bills, or not paying their bills at all. Do you take that into consideration when considering the skip?

A: No.

Q: Is there anything Planning can do in a private project when the bills are not being paid by the sponsor?

A: The Department does not have any authority related to billing between a private developer and a consultant. If the consultant has a contracting issue, such that the submittals of deliverable cannot occur, the project would be put on hold or closed by the Department. Please communicate with the Department if this issue is occurring.

Q: Skipping: Is it once a year, or once in the whole process? Do you get thrown out of the pool if you skip more than once?

A: If a firm is on a Preliminary Consultant List (PCL), the selected consultants may voluntarily remove themselves from such PCLs up to one time. Subsequently, after removal from the PCLs, the consultants will be skipped in the Consultant Pool rotation and a different consultant will instead be included for the next PCL. If you are selected and skip once, you can still be included in the next PCL. If you voluntarily remove yourself from such PCLs more than once, you will be put at the bottom of the consultant pool rotation. The timing of going through the rotation of the pre-qualified pool is based on how many projects are utilizing the pool. It could be a few months or it could be a year until a consulting firm is chosen to be on a PCL. Consultants will never be removed from the pool for voluntarily removing themselves from a PCL.

Q: Recently registered as a preferred vendor as part of the new city's supplier portal process; it sounds like this is a hybrid of old and new systems, where we are submitting the proposal for the RFQ directly in hard copy to CPC but that the payment information is submitted to the new online payment and procurement system. Is that right?

A: Yes, the city just rolled out the new financial system. At the end of your RFQ packet, there is information on how to register as a supplier within the new system. We are still requiring 6 hard copies and one electronic copy for this particular RFQ.

Q: Can an individual who is planning to submit a Statement of Qualifications as a sole practitioner for one of the topical lists also be included as a part-time employee for a larger firm?

A: There are no restrictions for submitting for the RFQ as a sole practitioner. However, the Department does not determine the requirements of a private companies employment policies and the employee.

Q: 1) Appendix A of the RFQ - Standard Business Registration Requirements - requires 3 forms described on page 30 (W-9, P-25, and CMD-12B-101 Forms). If they have not been submitted to the City before, should these forms be; 1) attached to the Statement of Qualifications, 2) submitted to Planning separately, or 3) submitted to the various City departments requesting them (or a combination thereof)?

A: Each form should be submitted to the various City departments listed.

2) Having recently registered my business at the SFCityPartner Supplier Portal website, I received an email with what they term a "Bidder ID" comprised of a long string of letters and numbers. Is this the same thing as a "City Vendor Number" requested in Forms P-25 and CMD-12B-101 listed above, or is that something different?

A: Yes, Bidder ID is your Supplier ID number, which was formerly known as a vendor number.

Q: Will Planning accept references in the SOQ that identifies other planners with the San Francisco Planning Department, including preservation staff (or other City departments) that are NOT on the selection committee (i.e., those Planners present in the room at the pre-bid meeting on 10/30)?

A: Yes. However, there still potentially could be a conflict if the lead agency reference is on the selection committee to evaluate the qualifications.

**Reminders:**

Your qualifications must clearly demonstrate that your team/firm responded to all of the items requested in the Content, Minimum Qualifications, and Selection Criteria. If your response is lengthy, please provide a table of contents to allow staff and panelists to easily determine that your submission is responsive to the criteria.

**Change Notices**

The Department may modify the RFQ, prior to the Qualifications due date, by issuing Bid Addendum(s), which will be posted on the website. The proposer shall be responsible for ensuring that its Qualifications reflects any and all RFQ Addendum(s) issued by the Department prior to the Qualifications due date regardless of when the Qualifications is submitted. Therefore, the City recommends that the proposer consult the website frequently, including shortly before the Qualifications due date, to determine if the proposer has downloaded all RFQ Addendum(s).