

SPECIAL DISTRICTS DEPARTMENT

MINUTES OF MEETING

MANDATORY PRE-PROPOSAL CONFERENCE

January 14, 2010; 10:00 a.m.

REQUEST FOR PROPOSALS

ON-CALL PROFESSIONAL SERVICES

Meeting Location: Hearing Chambers, Civic Center, 175 W. 5th Street, Second Floor, San Bernardino, CA. 92415

Meeting Start: The conference began around 10:12 a.m.

Welcome & Introductions: Jim Oravets, Division Chief, Engineering, Construction and Operations

Special Districts Overview: Jim Oravets

RFP Overview, Scope, Requirements and Specifics: Greg Bacon, Sr. Project Manager

Brief Welcome and Thank You: Jeff Rigney, Director, Special Districts Department

All conference attendees were required to sign-in and 12 sign-in sheets were completed with 167 firms in attendance.

Near the conclusion of the meeting, sign-in sheets were prematurely copied and distributed to some attendees. It was determined that several attendees had arrived late due to confusion with the meeting location address and did not have a chance to sign in. Those individuals were afforded the opportunity to sign in at the very end of the conference but already after the sign-in sheets were copied and distributed. The Department viewed this as a technicality and therefore granted the late attendees credit for their attendance. The Official Sign-In Sheets (that will be used for proposal submission review) will be the sheets posted on the Departments website. Proposers may access them via internet at www.specialdistricts.org then click the bids/rfp/rfq link.

The conference generally maintained the flow of the posted agenda and RFI's that were presented prior to the conference were addressed in a written attachment to the conference agenda which was handed out along with the hourly fee guidelines for various position classifications.

Proposal submissions by those firms still interested after this mandatory conference must be in our office no later than 4:00 p.m. on February 4, 2010.

Main points addressed during the conference:

1. Department is seeking firms with in-house capabilities and not partnerships.
2. Multiple contracts will be awarded per discipline and consultants will typically be utilized on a rotational basis and/or as needed.
3. Contracts may range from not-to-exceed amounts of \$150,000 - \$250,000 per year for three year terms each. Maximum amount of a single task/work order shall not exceed \$50,000.
4. Consultants will submit one proposal but list those disciplines that they would like to compete for through the selection process.
5. The 25 page limit will be enforced, however that is considered double sided. Page dividers and appendices will not be counted towards the 25 page maximum. Required documentation (i.e. Statement of Certification and Attachment B) that needs to be submitted should be placed in tabbed appendices for easy access and review.
6. County Counsel will not waive or alter Indemnification language on contracts.
7. Consultants who will need to pay additional costs for increased insurance coverage, may for this solicitation, acquire a letter from their insurance carrier stating that the insurance company will provide the required County coverage at the time a contract is awarded in lieu of a sample certificate.
8. In the Environmental Consultants task description it indicated requirement for Environmental Site Assessments (ESA's). Many Geotech firms also have the capabilities of performing these tasks and therefore that task should have been included under the Geotech task descriptions. Geotech firms may list their ESA capabilities and costs in their proposals.
9. The County's policy for utilizing vendor preference would not be applied to this solicitation as Professional Services are exempted from that policy.
10. Provided names and contract amounts of current on-call firms that are providing similar services.
11. Clarified some position classifications for hourly fee schedules.

Following is a brief summary of additional questions posed and answers given after the conference concluded:

Q: Will the Cover Page/Cover Letter be counted towards the 25 page limit?

A: Yes.

Q: Will the Proposal's Table of Contents be counted towards the 25 page limit?

A: Yes, unless it's included on a divider tab.

Q: Will a separate Statement of Qualifications (SOQ) be required prior to the submission of the Proposal?

A: No.

Q: A survey firm only has a PLS on staff as their Registered Professional, will they be disqualified if they submit?

A: Yes, as we were NOT looking for survey firms through this solicitation, since the majority of our surveys are conducted by the County Surveyor. However, in-house survey crews that Civil Engineering firms have, could be utilized if a contract is awarded.

Any additional questions may be addressed to the undersigned at (909) 387-6076, or you may e-mail me at gbacon@sdd.sbcounty.gov . Thank you for your interest in this project.

Greg Bacon, Senior Project Manager
Engineering & Construction
Special Districts Department