

CITY OF VERNON

REQUEST FOR PROPOSALS

INFRASTRUCTURE VALUATION IN ACCORDANCE WITH GASB 34 AND 51

ADDENDUM #2
June 21, 2016

This addendum is forwarded to provide a response to written questions for RFP – Infrastructure Valuation in Accordance with GASB 34 and 51. Please email William Fox at wfox@ci.vernon.ca.us if you have any questions regarding this Addendum.

Question 1:

Is there an e-mail address to which we can submit an electronic copy? The RFP states on page 7, “3. Provide one (1) unbound original or your firm’s response and one electronic version (via email to [insert email contact])” and there is no e-mail address in the RFP.

Vernon Response

For the electronic copy submission, please use wfox@ci.vernon.ca.us

Question 2:

The “Submission Documents” package is referred to in the RFP, but does not appear to be included in the RFP document or on the City’s bid website. The RFP states on page 6:

7. OTHER REQUIRED SUBMISSION DOCUMENTS:

Each Bidder is required to submit, in addition to those listed in items 4, the documents included in the Submission Documents package. These include:

- a. Cost Proposal - (form included; Bidder to provide a single copy in sealed envelope) - Although cost is not the sole determining factor City will use to select a firm; cost is an important part of the proposal and shall be considered when determining the winning bid.
- b. Liens, suits or judgments - submit notarized statement on the firm’s letterhead, indicating a description of any disputes, suites, judgments and liens during the past two (2) years. If this is not applicable, then so state.

Vernon Response

Please submit your best cost estimate and disregard the form mentioned under 5.A.7.a.

Question 3:

In the RFP paragraphs referenced in Question 2, a Cost Proposal form is said to be included, but cannot be found in the RFP document.

Vernon Response

Please submit your best cost estimate and disregard the form mentioned under 5.A.7.a.

Question 4:

When providing our e-mail submission, should we provide the Cost Proposal as a separate file, since it is supposed to be in a sealed envelope in the hard copy submission?

Vernon Response

Please do not include your cost estimate in your e-mail submission. Please submit your cost estimate in a sealed envelope in the hard copy submission.

Question 5:

There appear to be two sets of instructions guiding what is to be included in the proposal, one beginning on page 5 of the RFP, beginning with “1. EXECUTIVE SUMMARY/INTRODUCTION” and ending on page 6 of the RFP with “7. OTHER REQUIRED SUBMISSION DOCUMENTS.” The second set of instructions begins on page 7 of the RFP starting with “B. Cover Letter” and ending on page 8 of the RFP with “H. Affidavit of Non-Collusion”. Is there a preference as to which set of instructions the proposal structure should follow?

Vernon Response

The qualifications to be used to evaluate responses are listed under 5. The format and delivery of response are listed under 6.