



CITY OF PALO ALTO

PURCHASING AND CONTRACT ADMINISTRATION

250 HAMILTON AVENUE
PALO ALTO, CA 94301

P.O. BOX 10250
PALO ALTO, CA 94303

Date: October 29, 2009

Subject: Addendum Number 1 to City of Palo Alto's Request for Proposal #134250

Project Title: **SURVEYING SERVICES**

Department: **UTILITIES DEPARTMENT; WASTE-GAS-WATER DIVISION**

Proposal Receipt Date: **3:00 PM, Tuesday, November 10, 2009**

Please note the following changes, corrections, and clarifications that are hereby incorporated to the requirements of the RFP:

1. Section 2 ATTACHMENTS: Attachment A, Sections **General Scope: and Data to be Collected:** are revised to read as follows:

General Scope:

Surveying service to collect survey data (for approximately 68,200 L.F. of streets) to be used to prepare design drawings for CIP Projects WMR P21/22 and WWR P22/23

All survey data shall be collected by a California Licensed Land Surveyor. The selected Consultant is responsible to setup all control points needed to perform the survey work. The accuracy for all survey data shall be +/- 1cm; with an exception of gas meter risers on private properties to be +/- 1m.

Data to be Collected:

- I. Collect horizontal and vertical data for:
 1. Sanitary sewer manholes (rim and invert elevations and depth)
 2. Storm drain manholes and catch basins (rim and invert elevations and depth)
 3. Gas and water valves (cover and stem elevations)
 4. ***Street surface along the crown of the pavement (i.e. along the approximate center line of the street width) at grade breaks and every 50' maximum***
- II. Collect horizontal data only for:
 1. Electrical manholes and boxes
 2. Fiber optic manholes and boxes
 3. Telephone manholes and boxes
 4. Back of sidewalk, flow line, lip of gutter, edge of pavement
 5. Fire hydrants
 6. Water meters
 7. Gas meter risers or meter boxes

8. Sanitary sewer cleanout boxes
9. Monuments

The survey area shall cover the full intersection to curb returns or 20' past the midblock manhole. In the case of surveying Alma Street or El Camino Read, the survey shall cover to the street centerline.

The selected consultant shall obtain approval from business/home owners/occupants to access private properties for collecting required survey data. No additional compensation will be made for delays due to private property accessing issues.

Refer to attached "feature codes" and "data collection" sheets for codes and points of measurements. Survey shall be oriented horizontally based on NAD83 and vertically based on Bestor 93. Please provide the deliverable in AutoCAD 2006 format and include survey notes.

2. Attachment G-Insurance Requirements is Attached.
3. Questions and Answers

Below are the questions received with responses:

Questions and Answers RFP 134250

1. Is the project a prevailing wage project that must follow the Davis Bacon Act?

RESPONSE:

There is no requirement of prevailing wages. The Contractor is not required to pay prevailing wages in the performance and implementation of the Project, because the City, pursuant to its authority as a chartered city, has adopted Resolution No. 5981 pertaining to prevailing wages, and invokes the exemption from the state prevailing wage requirement with respect to this project and declares that the Project is funded one hundred percent (100%) by the City of Palo Alto.

2. The RFP title is "Request For Proposals for Professional Services" this indicates that one must be a licensed professional surveyor in the state of California. Please clarify that one must a licensed surveyor in the state of California and that a professional survey is requested, or clarify that the service being sought is really a GIS level survey that is not a professional survey.

RESPONSE:

All survey data shall be collected by a California Licensed Land Surveyor.

3. The accuracy of the desired information is not stated in the RFP. Does the information need to be +/- 1 meter which would indicate GIS or does it need to be +/- 1cm which would indicate GPS or other traditional survey methods. Does the horizontal data collected need to be of the same accuracy as the data that requires horizontal and vertical?

RESPONSE:

The accuracy for all survey data shall be +/- 1cm; with an exception of gas meter risers on private properties to be +/- 1m.

4. The vertical and horizontal data request for the “street surface along the existing alignment” is unclear. Does this mean that the street grades above the existing main needs to be surveyed? If this is a correct statement how wide a swath needs to be surveyed above the main?

RESPONSE:

Survey street surface along the crown of the pavement (i.e. along the approximate center line of the street width) at grade breaks and every 50' maximum

5. The accuracy requirements are not supplied in the RFP. The minimum accuracy specifications will have a major impact on the procedures and time to complete this project. Please provide the positional accuracy requirements for this project.

RESPONSE:

See response for #3.

6. The RFP mentions, “proposed local organization structure”. Will local firms (for example Bay Area) have any advantages over firms from say Sacramento? If not, what does that statement mean?

RESPONSE:

The City does NOT give “local preference”. Firms from the Bay Area will not have an advantage over firms from Sacramento.

7. What are the horizontal and vertical accuracy standards for the various items to be surveyed, such as to the nearest 0.10' horizontally and to the nearest .01' vertically and for which items?

RESPONSE:

See response for #3.

8. Are there going to be any underground utilities to be painted by USA or others for us to field locate?

RESPONSE:

No.

9. Are aerial mapping methods acceptable or would you like only field surveys to be used? It may be that there are too many trees covering the areas that aerial mapping would not be effective.

RESPONSE:

Aerial mapping methods will not be acceptable.

10. What is the timeframe you are looking for to complete this project – one year, three years, etc.

RESPONSE:

The proposer shall provide the proposed project duration in Attachment F (Price Proposal Form). This information will be used during the consultant-selection evaluation process.

11. Are there any prevailing wage requirements for this project? In the past, Robert Item said that the City has signed a “non-prevailing wage agreement” or something like that for these types of projects. Is that still the case?

RESPONSE:

See response for #1.

12. Does the city have a preference on using aerial photogrammetry as a method of obtaining horizontal information? Or is field survey preferred for all items?

RESPONSE:

See response for #9.

13. Can the city provide detailed information on the Bestor 93 Datum?

RESPONSE:

Refer to “Bestor0663P0027.zip” file for information.

14. For Project Section "A" are full street width surveys required or only half street sections in specific areas? For example Oregon Expressway/El Camino Real and Alma.

RESPONSE:

Survey data shall be collected within the entire width of the street and on private properties to include all features identified in “Attachment A”. The extents of the survey area shall cover the full intersections to curb returns. In the case of surveying Alma Street or El Camino Real, the survey width shall cover to the street centerline only.

15. Is the city expecting a finished autocad survey for a final product? Or are they expecting only the field points and data collector notes?

RESPONSE:

Please provide the deliverable in AutoCAD 2006 format and include survey notes.

16. Will the locations of underground utilities need to be marked and included in the survey, or will the survey contractor only be responsible for locating “surface” utility structures like manhole lids, valves, etc.? If the underground utilities will need to be marked, will the survey contractor be responsible for having the utilities marked, or will the City of Palo Alto coordinate with USA, etc.?

RESPONSE:

The City will not request for USA markings for underground utilities on the subject streets. The survey contractor is responsible to collect survey data for above-ground features identified in “Attachment A”.

17. Do we need to survey street trees within Right of Way?

RESPONSE:

No trees.

18. Do we need to survey street lights within Right of Way?

RESPONSE:

No street lights.

19. Do we need to contour the sites and provide Digital Terrain Model (DTM)

RESPONSE:

No.

20. Would City of Palo Alto provide Traffic Control if needed?

RESPONSE:

“Measurement and Payment” in “Attachment F” requires the survey contractor to include traffic control in the Bid Price. The City will not provide traffic control.

21. Is there a requirement of Encroachment Permit to work on City street? If so do we pay for fees?

RESPONSE:

The encroachment permit is not required for this survey contract.

22. Is there a requirement to have USA mark underground utilities and then survey them?

RESPONSE:

No.

23. Thank you for being patient during our due diligence period. I have a request for some data. I would like to see the sewer and water block book or GIS data for the survey that are part of the project. Is this available for me to look at?

RESPONSE:

The City will not provide an electronic file or a hard copy of the utility block maps of the subject streets. We will make the GIS map available for viewing in our office by appointments. However, the best way to get an accurate idea of how much data to be collected is to conduct site visits.

Attachment G Insurance Requirements

CONTRACTORS TO THE CITY OF PALO ALTO (CITY), AT THEIR SOLE EXPENSE, SHALL FOR THE TERM OF THE CONTRACT OBTAIN AND MAINTAIN INSURANCE IN THE AMOUNTS FOR THE COVERAGE SPECIFIED BELOW, **AFFORDED BY COMPANIES WITH AM BEST'S KEY RATING OF A-VII, OR HIGHER, LICENSED OR AUTHORIZED TO TRANSACT INSURANCE BUSINESS IN THE STATE OF CALIFORNIA.**

AWARD IS CONTINGENT ON COMPLIANCE WITH CITY'S INSURANCE REQUIREMENTS, AS SPECIFIED,

BELOW:

REQUIRED	TYPE OF COVERAGE	REQUIREMENT	MINIMUM LIMITS	
			EACH OCCURRENCE	AGGREGATE
YES YES	WORKER'S COMPENSATION EMPLOYER'S LIABILITY	STATUTORY STATUTORY		
YES	GENERAL LIABILITY, INCLUDING PERSONAL INJURY, BROAD FORM PROPERTY DAMAGE BLANKET CONTRACTUAL, AND FIRE LEGAL LIABILITY	BODILY INJURY	\$1,000,000	\$1,000,000
		PROPERTY DAMAGE	\$1,000,000	\$1,000,000
		BODILY INJURY & PROPERTY DAMAGE COMBINED.	\$1,000,000	\$1,000,000
YES	AUTOMOBILE LIABILITY, INCLUDING ALL OWNED, HIRED, NON-OWNED	BODILY INJURY	\$1,000,000	\$1,000,000
		- EACH PERSON	\$1,000,000	\$1,000,000
		- EACH OCCURRENCE	\$1,000,000	\$1,000,000
		PROPERTY DAMAGE	\$1,000,000	\$1,000,000
		BODILY INJURY AND PROPERTY DAMAGE, COMBINED	\$1,000,000	\$1,000,000
	PROFESSIONAL LIABILITY, INCLUDING, ERRORS AND OMISSIONS, MALPRACTICE (WHEN APPLICABLE), AND NEGLIGENT PERFORMANCE			
		ALL DAMAGES		\$1,000,000
YES	THE CITY OF PALO ALTO IS TO BE NAMED AS AN ADDITIONAL INSURED: CONTRACTOR, AT ITS SOLE COST AND EXPENSE, SHALL OBTAIN AND MAINTAIN, IN FULL FORCE AND EFFECT THROUGHOUT THE ENTIRE TERM OF ANY RESULTANT AGREEMENT, THE INSURANCE COVERAGE HEREIN DESCRIBED, INSURING NOT ONLY CONTRACTOR AND ITS SUBCONSULTANTS, IF ANY, BUT ALSO, WITH THE EXCEPTION OF WORKERS' COMPENSATION, EMPLOYER'S LIABILITY AND PROFESSIONAL INSURANCE, NAMING AS ADDITIONAL INSURED CITY, ITS COUNCIL MEMBERS, OFFICERS, AGENTS, AND EMPLOYEES.			

- I. INSURANCE COVERAGE MUST INCLUDE:
 - A. A PROVISION FOR A WRITTEN THIRTY DAY ADVANCE NOTICE TO CITY OF CHANGE IN COVERAGE OR OF COVERAGE CANCELLATION; AND
 - B. A CONTRACTUAL LIABILITY ENDORSEMENT PROVIDING INSURANCE COVERAGE FOR CONTRACTOR'S AGREEMENT TO INDEMNIFY CITY.
 - C. DEDUCTIBLE AMOUNTS IN EXCESS OF \$5,000 REQUIRE CITY'S PRIOR APPROVAL.
- II. CONTACTOR MUST SUBMIT CERTIFICATES(S) OF INSURANCE EVIDENCING REQUIRED COVERAGE.
- III. ENDORSEMENT PROVISIONS, WITH RESPECT TO THE INSURANCE AFFORDED TO "ADDITIONAL INSURED"
 - A. PRIMARY COVERAGE

WITH RESPECT TO CLAIMS ARISING OUT OF THE OPERATIONS OF THE NAMED INSURED, INSURANCE AS AFFORDED BY THIS POLICY IS PRIMARY AND IS NOT ADDITIONAL TO OR CONTRIBUTING WITH ANY

OTHER INSURANCE CARRIED BY OR FOR THE BENEFIT OF THE
ADDITIONAL INSUREDS.

B. CROSS LIABILITY

THE NAMING OF MORE THAN ONE PERSON, FIRM, OR CORPORATION AS
INSUREDS UNDER THE POLICY SHALL NOT, FOR THAT REASON ALONE,
EXTINGUISH ANY RIGHTS OF THE INSURED AGAINST ANOTHER, BUT
THIS ENDORSEMENT, AND THE NAMING OF MULTIPLE INSUREDS, SHALL
NOT INCREASE THE TOTAL LIABILITY OF THE COMPANY UNDER THIS
POLICY.

C. NOTICE OF CANCELLATION

1. IF THE POLICY IS CANCELED BEFORE ITS EXPIRATION DATE FOR ANY REASON
OTHER THAN THE NON-PAYMENT OF PREMIUM, THE ISSUING COMPANY SHALL
PROVIDE CITY AT LEAST A THIRTY (30) DAY WRITTEN NOTICE BEFORE THE
EFFECTIVE DATE OF CANCELLATION.
2. IF THE POLICY IS CANCELED BEFORE ITS EXPIRATION DATE FOR THE NON-
PAYMENT OF PREMIUM, THE ISSUING COMPANY SHALL PROVIDE CITY AT LEAST
A TEN (10) DAY WRITTEN NOTICE BEFORE THE EFFECTIVE DATE OF
CANCELLATION.

NOTICES SHALL BE MAILED TO:

**PURCHASING AND
CONTRACT ADMINISTRATION
CITY OF PALO ALTO
P.O. BOX 10250
PALO ALTO, CA 94303.**