May 22, 2020
Addendum No. 1

EXT DBI DBIRFQ2020-06
Event ID 0000003926

REQUEST FOR QUALIFICATIONS FOR
As-Needed Consultant Services for Structural Design and Geotechnical Review

To Prospective Responders:

The Request for Qualifications, EXT DBI DBIRFQ2020-06, for As-Needed Consultant Services for Structural Design and Geotechnical Review is amended in accordance with the following Addendum No., which is made part of said RFQ.

The following modifications are made to the Request for Qualifications indicated above. Additions will be in red and changes will be underlined and in bold.

RFQ REVISIONS

1. Request for Qualifications, Summary Page, Subcontracting Requirements Waived

The San Francisco Contract Monitoring Division (CMD) has waived the S.F. Administrative Code Chapter 14B Local Business Enterprise (LBE) sub-consulting requirement for this RFQ. Notwithstanding, CMD requires submission of specified documentation with responses to this RFQ. If respondent fails to submit the correct CMD documentation by the Deadline for RFQ Responses, the Department may deem respondent ineligible to be on the Prequalified Consultants List selected based on this RFQ. If you have any questions regarding the CMD Forms (Attachment II), please contact Vivian Liu; 415-484-5543, the CMD Contract Compliance Officer for the Department of Building Inspection at vivian.y.liu@sfgov.org.

2. Request for Qualifications, Page 9, Section 4.4 LBE Subcontracting Goal for Respondents

4.4 CMD Requirements

4.4.1 CMD Forms

The CMD Attachment 2 forms will be reviewed during the Initial Screening, which is prior to the Evaluation of Firms (that met Minimum Qualifications). Each solicitation process under this RFQ and any resulting solicitation process may require new submittal of CMD Attachment 2 forms that can be downloaded at the following link:

There is no Contract Monitoring Division Local Business Enterprise sub-consulting participation requirements for this RFQ of resulting contract(s). However, at the RFQ stage, firms shall submit the following documents by the Deadline for RFQ Proposals:

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

If your firm fails to submit the correct CMD documentation by Deadline for RFQ Proposals, the Proposal may be determined to be non-responsive, rejected, not evaluated, and Proposers will not be eligible to be on the Prequalified Consultant List for this RFQ. If you have any questions regarding the CMD LBE requirements, please contact Vivian Liu, the CMD Contract Compliance Officer at 415-551-4814 or Vivian.y.liu@sfgov.org.

4.4.2 Rating Bonus

Pursuant to Chapter 14B.7, the following rating bonus shall apply for this RFQ and subsequent stages of the selection process (i.e. Request for Quote(s), Request for Proposal(s), Oral Interviews etc.).

For this RFQ, the rating bonus provision will not apply during the pass/fail initial screening stage but will be applicable during the evaluation for prequalification stage.

Rating Bonus Application for SF Small- and Micro-LBE firms:

a) A 10% rating bonus to a Small- or Micro-LBE firm; or a Joint Venture (JV) exclusively among Small and/or Micro-LBE firms;
b) A 7.5% rating bonus to a JV where participation by a Small- and/or Micro-LBE firm equals or exceeds 40%;
c) A 5% rating bonus to a JV where participation by a Small- and/or Micro-LBE firm equals or exceeds 35% (but is less than 40%).

Rating Bonus Application for SBA-LBEs:

Proposals submitted by SBA-LBEs are not eligible for a rating bonus because the anticipated contract cost in excess of $10,000 and less than or equal to $400,000.

SBA-LBEs are not eligible for the rating bonus when joint venturing with a non-LBE firm. However, if the SBA-LBE joint ventures with a Small- or Micro-LBE, then the joint venture will be entitled to the joint venture rating bonus only to the extent of the Small or Micro-LBE participation described above.

If applying for a rating bonus as a JV: The Small- and/or Micro-LBE must be an active partner in the JV and perform work; manage the job and take financial risks in proportion to the required level of participation stated in the proposal; be responsible for a clearly defined portion of the work to be performed; and share in the ownership, control, management responsibilities, risks, and profits of the
JV. Proposer must describe the portion of the Small- and/or Micro-LBE JV’s work in detail separately from the work to be performed by the non-LBE JV partner. The Proposal must designate the Small- and/or Micro-LBE JV’s specified portion of the contract work that constitutes a commercially useful function.

3. Request for Qualifications, Page 10, Section 5.1 Initial Screening Minimum Requirements

The Department will review each response for an initial determination in an Initial Screening process. Elements the Department will review include, without limitation: Response completeness, compliance with format requirements, compliance with Minimum Qualification requirements, and verifiable references.

The Department will not score responses during the Initial Screening process. Initial Screening will be a pass/fail determination as to whether a response meets the threshold requirements described above. A response that fails to meet these requirements will not be eligible for consideration in the Evaluation Process described below.

The City will review the CMD Forms (Attachment II) during the initial screening process, which is prior to the evaluation process. If your firm fails to submit the correct CMD documentation by Deadline for RFQ Responses date, the City may reject the response and Respondents will not be eligible to be selected to be on the Prequalified Consultant List for this RFQ. If you have any questions regarding the CMD LBE requirements and CMD Forms (Attachment II), please contact Vivian Liu, the CMD Contract Compliance Officer for the Department of Building Inspection at 415-484-5543 or vivian.y.liu@sfgov.org.

The Department reserves the right to request clarification from the Respondent prior to rejecting a response for failure to meet the Initial Screening requirements. Clarifications are “limited exchanges” between the City and a Respondent for the purpose of the Department seeking clarification on a portion of a Response that do not give a Respondent the opportunity to revise or modify its Response. Responses that meet the Initial Screening requirements will proceed to the Evaluation Process.

4. Attachment IV – City’s Agreement Terms and Conditions

Attachment IV – Peer Review Template

5. Attachment I – Acknowledge of RFQ Terms and Conditions, Page 3, #20

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