



**ADDENDUM No. 1**

**CITY OF MILPITAS  
MILPITAS, CALIFORNIA  
ENGINEERING DIVISION**

**REQUEST FOR PROPOSALS  
FOR**

**ON-CALL  
MATERIALS TESTING & INSPECTION SERVICES**

Date: October 16, 2020

To: Plan Holders - Prospective Bidders of the subject project

From: Julie Waldron  
Assistant Engineer

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Attached is Addendum #1 for the proposal application of the subject project. This addendum forms a part of the Request for Proposal (RFP) and modifies the documents as noted below. Acknowledgement of receipt of this addendum in the space provided in the Proposal is required. Consultants failure to acknowledge an addendum may be considered non-responsive.

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**At 3:00 p.m. on October 23, 2020 all firms will submit their proposals as set forth in the request for proposal notice and as amended by the following:**

## ADDENDUM No. 1

**I. Revise:** Paragraph 7 on page 4 of the RFP document to read as follows:

“The selected firm will perform services on a “Time and Material” basis to be negotiated with the City. The firm’s services will be negotiated and have a budget and specific work scope. Travel time, mileage, and meals will not be allowed and should be incorporated into your hourly rates and tests. Working duration will be based on on-site hours, no more than a 2-hour minimum shall be allowed for durations less than 2 hours. Office and laboratory service hours shall be based on the actual hours expended. Hourly inspection rates and testing fees provided shall be good for a period of **two** years.”

### **II. Response To Consultant Questions:**

1. From the title of the solicitation, are you looking for a Materials Testing firm to be the lead/prime consultant?  
**Response:** Not necessarily, if they can provide all of the services and certifications required with a qualified subconsultant.
2. Who is the incumbent materials testing consultant for these services?  
**Response:** The City currently has an on-call contract with Consolidated Engineering Laboratories (CEL). The current CEL contract expires December 31, 2020.
3. Who is the incumbent construction inspection consultant for these services?  
**Response:** CEL
4. I don’t see any local business or DBE requirements, but is there a potential for testing of a federal funded project, etc. that may make the inclusion of local or DBE an advantage?  
**Response:** No there no local or DBE requirements. However, Federal Aide projects may have DBE requirements.
5. How soon might the work start?  
**Response:** January 1, 2021.
6. Do the forms count towards the 50-page limit?  
**Response:** Per page 15 of the RFP the following are not included in the 50-page limit; resumes, certifications, and references. Therefore, all other forms are included in the 50-page limit.
7. What (Determination) guidelines per the DIR will this contract fall under for the purpose of establishing labor rates for the proposal and period of contract?  
**Response:** The wage, classifications and pay rates are on the DIR website. You will need to determine what classifications are appropriate for the work being performed based on the description of the classification by DIR.
8. What is the anticipated (5 year) contract amount for the expected scope of work?  
**Response:** In the previous 5 years we have spent on average \$135,000 per year for a total of \$680,000 in 5 years. We anticipate the new contract to be similar.

9. How many other laboratories are being solicited for this opportunity?  
**Response:** The Notice of RFP was sent directly to approximately 15 firms. However, the RFP is also posted on the City’s website. Therefore, we do not know how many firms will be submitting proposals.
10. Is the City already under contract for current on-call services with a 3<sup>rd</sup> party (laboratory) agency? Is this agency also included in this opportunity?  
**Response:** The City currently has a contract with CEL which ends December 31, 2020. CEL was sent a Notice of RFP for the new contract that would begin in 2021.
11. Is it expected that the City will select more than one lab/consultant? If so how many?  
**Response:** Currently the City has one firm under contract to provide on-call materials testing & inspection services. However, depending on the capabilities of the consultant(s).
12. What is the City’s (reasonable) expectation for annual rate escalation costs given we are being asked to build rates around a 5 year contract which also incorporate ancillary fees built in and where it is also anticipated that PW labor rates will incur an escalation within this period?  
**Response:** See revisions to RFP and responses to questions 7 & 8 above.
13. Section 4, item C says: Provide a brief resume/background of the specific individuals assigned to this project; resumes should not exceed one paragraph per person. Can you please clarify what is meant by “one paragraph per person” or maybe this should have been one page per person limit?  
**Response:** Each resume may be up to **one page** per person, as needed.

**END OF ADDENDUM No. 1**

This addendum shall be signed by each proposer and kept for their files. Acknowledgement of receipt of this addendum in the space provided in the Proposal is required. Failure to acknowledge an addendum may result in the proposal being considered non-responsive.

I, \_\_\_\_\_  
representing \_\_\_\_\_  
have carefully read this addendum, understand it, acknowledge receipt of this addendum and will comply its terms.

This addendum is issued by

  
\_\_\_\_\_  
Michael Silveira, P.E.  
CIP Manager

10/16/2020  
\_\_\_\_\_  
Date