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February 28, 2024

**ADDENDUM NO. 2**  
**Request for Proposals**  
**Verdugo Wash Master Plan**

**NOTICE TO ALL PROPOSERS**

Notice is hereby given to all potential Proposers that this is an addendum to the Request for Proposal for Verdugo Wash Master Plan, issued on November 14, 2023, and revised on January 11, 2024, and reposted with Addendum No. 1, and in response to the questions and requests for clarifications received by the second deadline of February 16, 2024, as identified in the revised RFP. This Addendum (Addendum No. 2) is attached to and made part of the above-entitled RFP from the City of Glendale.

**Instructions:**

- Each Proposer shall acknowledge receipt of this addendum on **Form J - Addenda Acknowledgement** in their submitted Proposal.

**CHANGES TO RFP SPECIFICATIONS**

No substantive changes to the RFP specifications.

**General clarifications, amplifications and corrections to the RFP include the following:**

The scope of work overview and proposed timeline are to be attached to Form C - Proposer's Qualifications Statement.

Subconsultants (i.e. subcontractors) should be listed as an attachment to Form D - Price Proposal Amount. The subconsultants will need to complete Form C – Proposer's Qualification Statement, Form E - Insurance Requirements Affidavit and Form F - Disclosure – Campaign Finance Ordinance.

Exhibit 2 – Insurance Requirements has been replaced in its entirety (see pages 117).

All times identified in the RFP are Pacific Standard Time (PST).

**Specific clarifications and corrections include:**

1. RFP, Page 7, Section II.A Schedule of Events  
Update of the date for the "Last Day to Submit Interim Questions":

EVENT	RESPONSIBILITY	DATE
RFP Distribution	City	November 13, 2023
Last Day to Submit Interim Questions	Proposer	December 15 2023, February 16, 2024 for Addenda 1; <u>March 15, 2024 for Addenda 2</u>
RFP Proposals Due	Proposer	April 15, 2024
City Opens Proposals for Completeness	City	May 1, 2024
Panel Reviews Proposals	City	May 2024
Candidate Interviews	City	June 2024
Final Candidate Announced	City	Early Summer 2024
Last Day to Object to RFP or Evaluation Process	Proposer	TBD
Contract Award (City Council approval)	City	Summer 2024

2. RFP, Page 8, Section II.D Interim Inquiries and Responses; Interpretation of Correction of RFP  
Added: Request for Clarification regarding Addenda 2 must be received on or before 4:00 PM (PST), March 15, 2024. Thereafter, further questions, clarifications and objections shall be submitted on Form K – Table of Exceptions as part of the proposal process.
3. RFP, Page 22, Section VII Letter of Objection; Procedures  
Update of Letter of Objection deadline to ~~February 15, 2024~~March 15, 2024.
4. RFP, Pages 49-55, Exhibit 2 – Insurance Requirements  
Exhibit 2 - Insurance Requirements have been deleted and replaced to reflect insurance requirements specifically applicable to consultants.

### **EXCEPTIONS TO RFP**

Please note any exceptions you have to the RFP in **Form K**, Table of Exceptions. If any RFP changes are made as a result of additional review prior to the submission deadline, the City will issue additional Addenda. Noted exception(s) on Form K may be considered and negotiated prior to contract award.

### **RESPONSES TO SUBMITTED QUESTIONS AND REQUESTS FOR CLARIFICATION** (grouped verbatim according to individual email content)

- Q1. Form D states, *“Each Proposer shall also submit a staffing plan that includes a comprehensive list of all key staff by name and position proposed for this Agreement. Include contract labor by count, position, and rate only, as applicable.”* Please clarify what you mean by “count.” Also, please confirm that you expect this to appear on an additional page to follow form D; otherwise please indicate where you expect it to appear.

- A1. "Count" refers to the "number" of persons. The comprehensive list of key staff and subconsultants should be listed as an attachment to Form D - Price Proposal Amount, and called out on Form C – Proposer's Qualifications Statement.
- Q2. Please confirm all times are to be understood as Pacific Standard Time (PST).  
A2. Yes, all times are Pacific Standard Time (PST).
- Q3. Regarding Form B instructions, RFP page 14, "*A portfolio of work not to exceed 75 pages may be submitted as an attachment to this form*" please confirm that this would follow Form B (as compared to being listed on and following Form I).  
A3. Correct. The portfolio should be an attachment to Form B – Previous Experience Form and listed as an attachment on Form I – Proposal Attachments. Form I – Proposal Attachments is a list of all the proposer's attachments identifying their location within the proposal package.
- Q4. Also, regarding Form B, are sub-consultants required/expected to fill complete this form individually, or is this only for the prime consultant? Please confirm that the additional portfolio of work may include projects of sub-consultants.  
A4. Subconsultants may provide previous experience information as part of Form B – Previous Experience Form, and the additional portfolio of work may include projects of subconsultants.
- Q5. Regarding Form E: Insurance Requirements Affidavit, on page 99 the last line to name the insurance provider has the type as "iability" when the redline correction is taken into consideration. Shall we understand this to be for "General Liability"?  
A5. Yes, this is a typographical error and "Pollution Liability" should have been entirely deleted.
- Q6. Regarding Proposal Content and Format, we understand we are to respond to the RFP according to the sections listed: A, B, C. There seems to be a repeat for the inclusion of Form G: Identifying Proprietary Information; Public Records Act. Should this form be delivered in both A and B? If not, please specify where Form G should be located.  
A6. There is no repeat of Form G – Public Records Exemption Information. Form G is to identify the proprietary information. Section IV.B is where, by identifying and listing that proprietary information in Form G, the Proposer is agreeing to indemnify the City if the City refuses to disclose the listed propriety information in response to a Public Records Act request. Accordingly, Form G does not have to be delivered in both A and B. Form G should be located sequentially with all of the other forms.
- Q7. Regarding Form I Attachments, should they follow Form I, follow all Forms (now through K), or follow all other content (following Signatures)?  
A7. Form I – Proposal Attachments is a list of attachments only, so that should be in sequence with the other forms. The actual attachments should be attached to the applicable forms.
- Q8. Regarding Form E: Insurance Requirements Affidavit, is it to be signed by prime consultant only, or also by sub-consultants?  
  - As prime, we confirm we will meet the insurance requirements, and will sign the Affidavit. However, if subconsultants are required to submit signed Insurance

Requirements Affidavits, will you consider objections, questions or exceptions to specific details of the insurance requirements – potentially varying among consultants? And if so, will it be sufficient to make a note on Form E that we are signing with objections, questions or exceptions as denoted on Form K, and describe those in detail on that form, with subconsultants named? In lieu of detailing those objections, questions or exceptions on Form K, may the insurance policies we are to submit be sufficient to indicate our general and professional liability coverage?

A8. Under the Professional Services Agreement, the prime is responsible for the subcontractors/subconsultants, so the subcontractors/subconsultants should submit the insurance requirements and list their objections in the same way the prime is required to do so. All objections/questions/issues with insurance must be identified on Form K – Table of Exceptions.

Q9. We have asked our attorney for comment on the Sample Professional Services Agreement and would like your response to the following comments:

- The insurance provision does not have a requirement for professional liability insurance. In addition, the CGL coverage includes a requirement for coverage for contractual liability. Professional services firms, ours included, carry CGL coverage specifically excluding professional services, which is held under separate Professional Liability coverage; we expect you will want to see this policy in addition to the CGL. Please confirm.
- There is also a reference to insurance applying to multiple insureds which would not apply to professional liability coverage. Please advise. We would like for these discrepancies to be resolved prior to entering into this agreement. Based on our other contracts with the City of Glendale we anticipate this will be acceptable. Please confirm we may denote these items through **objections, questions or exceptions** on Form K.

A9. Professional liability insurance is required. Exhibit 2 – Insurance Requirements of the RFP has been replaced in its entirety to reflect insurance requirements for consultants which includes professional liability.

Q10. Are subconsultants required to sign or otherwise agree to all terms and conditions of the Sample Professional Services Agreement (including any exceptions/qualifications we may request)?

A10. Only the prime is required to sign the Professional Services Agreement.

Q11. Please clarify which specific forms must be completed and/or signed by subconsultants.

A11. Subconsultants fall under the definition of “Subcontractor” (page 4), so any form referencing Subcontractor would need to be completed, in this case, Form C – Proposer’s Qualifications Statement, Form E - Insurance Requirements Affidavit, and Form F - Disclosure – Campaign Finance Ordinance.

Q12. Where shall we describe our Project Understanding, Scope of Work Approach, Proposed Project Schedule, and our Proposed Subconsultant Team? The forms do not mention this, though we see it is part of the evaluation criteria listed on Section V.A. (page 17 of the RFP).

A12. No description is required for Project Understanding or Scope of Work Approach; these are topics for staff's evaluation of the RFP proposal. The Proposed Project Schedule is noted in Task 1.2 and should be attached to Form C – Proposer's Qualification Statement; note – the term of the initial contract is 36 months, as noted in 1.C Term of Services and Contract (page 4). The Proposed Subconsultant Team should be also identified as one of the attachments to Form I – Proposal Attachments, and also called out in Form D – Price Proposal Amount and Form F – Disclosure – Campaign Finance Ordinance – Contractors and Subcontractors.

Q13. Which forms do subconsultants need to fill out?

A13. See A11.

Q14. Per Addendum 1, Q&A question #19, is the \$6,000,000 funding received by the City intended for the professional service fees to deliver the Master Plan or are these funds allocated for the building projects that are identified in the Master Plan?

A14. The \$6,000,000 funding is for the Master Plan.

Q15. On Page 30 of the RFP under subtask 2.3.2, it notes an additional section of wash that extends to Deukmejian Wilderness Park. Please clarify if this is Dunsmore Canyon Creek.

A15. The scope of the Master Plan for the Verdugo Wash is for the Verdugo Wash itself, from its most northerly terminus of the "Upper Wash", through the Oakmont Debris Basin located just north of the Oakmont Golf Course, to its most southerly terminus at the "Lower Wash" by the LA River. The second bullet under subtask 2.3.2 referencing an extension from the Oakmont Debris Basin to Deukmejian Wilderness Park is asking for considerations to identify connection opportunities to other parks and open space locations such as Deukmejian Park (paths and routes, but not design).

Q16. As inferred in our previous question, can the City provide a map of the full extent that the scope of work should include?

A16. See Project Site Segmentation Map on page 44 and Phasing Implementation Map on page 169 of the Final Report for the Verdugo Wash Visioning Report. [www.verdugowash.com](http://www.verdugowash.com)

Q17. Please clarify if the Proposer and Subconsultants must indemnify, defend, and hold the City harmless related to submitting a Proposal in Section 1.F. Can this language be requested for deletion or is the City committed to retaining it as written?

A17. The "Proposer's Indemnification of the City" in Section 1.F on page 5 is a standard indemnification for the City that cannot be deleted.

Q18. Exhibit 2 - Insurance Requirements, Section 1.2 contains language that gives the client access to the contractor's full insurance policy limits. ("If CONTRACTOR has higher limits than the limits specified in these insurance requirements, or has additional broader coverage, or has both, the insurer shall make available the higher limits and broader coverage to CITY AND ITS REPRESENTATIVES.") Is it possible to amend this language to set specific policy limits and not include language that requires broader coverage?

A18. Yes, is it possible to amend this language.

Q19. Exhibit 3 – PSA, Section 7 – invoices are submitted monthly. Can the City provide a time frame for when payment would be due?

A19. Depending on when the invoices are submitted and approved for submission to the Finance Department, the Finance Department will process payment within a few weeks.

Q20. Is the consultant required to use the 'Form D Price Proposal Amount' PDF to fill out the total prices? Is the consultant allowed to use a custom form edited to fit the proposal?

A20. The consultant may use a custom form so long as the same information is provided as shown in Form D - Price Proposal Amount.

Q21. Please clarify 'Form D note': Include contract labor by count, position, and rate only, as applicable. Does the consultant need to submit a detailed breakdown of the Price Proposal to show all team members with hours and rates allocated to each task?

A21. Yes, Form D should also include a list of all proposed individuals (number, title and rate), including subconsultants (though this can be provided for in one fixed amount). The consultant should provide the breakdown by staff per task and the anticipated overall budget per task.

Q22. Does 'Form F DISCLOSURE - CAMPAIGN FINANCE ORDINANCE – CONTRACTORS AND SUBCONTRACTORS' need to be filled out for each prime consultant and subconsultant separately?

A22. Form F – Disclosure - Campaign Finance Ordinance form must be completed by the prime consultant and each of the subconsultants separately.

Q23. What are some of the key strengths of the Visioning plan? What are elements that the city wants to be rethought for the Masterplan phase?

A23. The Visioning Plan offered a high level concept of what is possible. The strengths lie in the ability to accommodate open space, active transportation, and sustainability features. While the initial concepts serve as a baseline, significant refinement needs to occur for each segment.

Q24. Is the 'Landscape Platform' idea from the Verdugo Wash Visioning Study of creating a continuous platform over the majority of the channel and preserving the existing channel profile and design the preferred direction?

A24. Yes, that is the preferred option. Reconfiguring the composition of the Wash is not a likely alternative due to costs and adjacent properties.

Q25. Form A

- Form A, Section K, subsection (2) asks Proposers to confirm that we are prepared to “Furnish the Performance Bond [,] [Payment Bond,] and Insurance that the Documents require”. Given that performance bonds and payment bonds are not referenced elsewhere in the documents can we assume that this affirmation is solely related to Insurance?
- Does Form A need to be notarized in California?

A25. The confirmation is solely related to Insurance, not to any Performance Bond or Payment Bond. Form A – Proposal Form includes a standard California notary form. If the proposer is from another state, the proposer should use their state's accepted or approved notary form.



Q26. Form C

- Is a California Contractor license required for the performance of services described in this RFP? **No.**
- Is registration with California's DIR required for the performances of services described in this RFP? **No.**
- RFP Page 13: "Proposer's Qualifications Statement – Form C" – the instructions for Form C reference the need for general partners ("team members") to provide information for this form. Are you asking that every subconsultant on the Proposer's team fill out Form C?

**A26. The subconsultants must fill out Form C – Proposer's Qualification Statement.**

Q27. Form D

- Form D requests that each Proposer "submit a staffing plan that includes a comprehensive list of all key staff by name and position proposed for this Agreement. Include contract labor by count, position, and rate only, as applicable." Please clarify where to provide this staffing plan within the proposal.
- Should it directly follow Form D? Or should it be its own attachment, following Form I?

**A25. The staffing list (including subcontractors/subconsultants) should be an attachment to Form D - Price Proposal Amount and listed on Form I - Proposal Attachments.**

Q28. Form F: RFP Page 13: "Disclosure – Campaign Finance Ordinance – Form F" Does every member of the team need to fill out Form F, or should the proposer create additional tables to reflect the information from each subconsultant?

**A28. Form F must be signed by the authorized agent of the prime contractor/consultant and must include the contractor/consultant and subcontractor/subconsultant information as specified in the table. The proposer may create and attach additional tables for subcontractors/subconsultants, if required.**

Q29. Amended RFP, Page 12: "IV Proposal Content and format, section A. Proposal forms", paragraphs 3 and 4:

- Should all forms and attachments be bound within the covers of a single document?
- Should the Table of Contents requested on page 12 be the first page of the 10 printed booklets? Or is it the first page of the 75-page written proposal, included as an attachment to Form I?

**A29. All forms and attachments should be submitted either in a single bound document or within a binder. Please provide a table of contents with page numbers (or marked sections) as the first page of the proposal packet.**

Q30. Task #2.3.3 Design Alternatives

What is the City of Glendale's approvals process to get from multiple design alternatives to a preferred design?

**A30. The preferred design will be chosen through regular project status meetings with staff, public outreach, and ultimately by City Council.**

Q31. Task 3.4 Community Engagement

Will the city of Glendale provide the venues for public outreach?

A31. The City can provide civic facilities for use by the consultant team for public outreach.

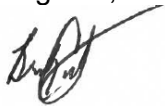
Q32. Task 5.3 Construction Plan and O&M Plan

Does the City of Glendale have information on its current operations and maintenance resources and capacity (relevant department organization charts, staff skill sets, equipment, etc.) that can be provided as a baseline?

A32. Once the contract is awarded, the City can provide all readily available information for the purpose of developing an O&M plan.

Please note that the RFP submittal deadline is still April 15, 2024.

Regards,



BRADLEY CALVERT, AICP  
Director of Community Development



Vilia Zemaitytis, AICP  
Deputy Director of Community Development