

Mendocino Council of Governments

ADDENDUM No. 1

Request for Proposals (RFP)

Update/Expand Local Road Safety/Action Plans

within Mendocino County

Pursuant to the RFP issued on October 19, 2023, the deadline to submit written questions was October 27, 2023. This Addendum addresses all questions received through that date.

Question #1: Do you want the org chart in the Management or Personnel section?

Response: There is no specific requirement for an org chart; however, the most appropriate place to include one, if desired, would be in the “Personnel” section.

Question #2: The RFP states, “H. Budget - The prospective contractor shall prepare a detailed budget, by task, for the work to be performed. The budget shall itemize all items that will be charged to the project, using fully-weighted hourly billing rates for all personnel. In addition, the methodology for calculating the fully-weighted rates for all personnel must be shown (e.g. labor, overhead rate, fringe, profit, etc.). (See attached Exhibit 1 – Sample Budget Format)”. Exhibit 1 Sample Budget Format does not have an area to show the breakdown you are requiring above. Do we use the form for the cost or do we create a separate budget meeting the criteria above?

Response: This information may be provided by showing the breakdown of the fully-weighted billing rate for each employee, similar to the following example. A separate budget document is not required; this information may be shown at the bottom of the budget page, or on a separate page listing the rate breakdown for each employee.

<u>Name</u>	<u>Actual Hourly Rate</u>	<u>Overhead (150%)</u>	<u>Profit (10%)</u>	<u>Fully Weighted Billing Rate</u>
John Smith	\$75	\$112.50	\$18.75	\$206.25

Question #3: The budget for this proposal will have sensitive information such as our staff’s actual hourly wage/rate. Will the agency allow us to include the cost information in a separate PDF for confidentiality purposes?

Response: Yes, wage/rate information may be marked “confidential” and included in a separate PDF. However, confidential information will be made available to the Consultant Selection Committee, but not to the general public.

Question #4: The RFP states, “G. Schedule of Tasks - The proposal shall contain a detailed schedule identifying major tasks to be undertaken to conduct the work and timeframe for each task. The schedule shall also identify all meetings, progress reports, deliverables, and the estimated staffing and hours to accomplish each task and deliverables”. Can we include the estimated staff and hours in a table after the schedule and not in the schedule?

Response: Yes, as long as all of the required information is provided, additional tables or schedules may be provided to respond to this task.

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