

CITY OF MILLBRAE

REQUEST FOR PROPOSALS (RFP)

WATER POLLUTION CONTROL PLANT ENGINEERING, OPERATIONS, AND FACILITY SUPPORT SERVICES

**Response to Written Questions:**

**Question 1:** Has the reclaimed water study been completed? If so is there a report that can be shared?

**Answer 1:** The reclaimed water study is currently in progress and the report will not be shared at this time.

**Question 2:** Does the Letter of Transmittal, Table of Contents, and Standard Agreement Acknowledgment count towards the 20 page proposal limit?

**Answer 2:** Letter of Transmittal, Table of Contents and Standard Agreement Acknowledgement does not count towards the 20 page proposal limit.

**Question 3:** Do appendices such as resumes count toward the 20 page proposal limit?

**Answer 3:** Appendices does not count towards the 20 page proposal limit.

**Question 4:** The “Proposal Contents” section of the RFP states a 20-page limit, but does not designate what counts toward the page count and what doesn’t. For example, does the Standard Agreement Acknowledgment count towards the 20? Does the TOC? If we included an Appendix with detailed resume for all staff, would that disqualify us as non-compliant? Does the cost count, even if submitted in a separate envelope? Please clarify.

**Answer 4:** See answers to question 2 and 3 above. Cost Proposal also does not count towards the 20 page proposal limit.

**Question 5:** Please confirm that the “Cost Proposal” and “Schedule” refers to the following essential services scope:

- a. Perform complete survey of WPCP process to be familiar with the treatment process.
- b. Respond to City inquiries and requests related to WPCP operations and maintenance within 48 hours.
- c. Make recommendations on how to improve treatment process efficiency.
- d. Prepare and/or review monthly Self-Monitoring Reports (SMR) to the San Francisco Bay Regional Water Quality Control Board.
- e. Prepare and/or review annual SMR report to the San Francisco Bay Regional Water Quality Control Board and the annual Biosolids report to the U.S. Environmental Protection Agency

**Answer 5:** Cost Proposal and schedules refers to all tasks listed on Page 5 of RFP – “Scopes of Work and Services/Project Controls”.