



SONOMA COUNTY AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT (Ag + Open Space)

ADDENDUM NO.: 1
SUBJECT: Environmental Services Request for Proposals (RFP)
DATE: April 23, 2018

This addendum is issued to furnish information that is supplemental to, will clarify, or modify the above-referenced solicitation.

SUPPLEMENTAL INFORMATION:

The following are the questions and their answers for this RFP:

Question 1: Section 2 of the RFP includes a 5-page limit to present our experience and qualifications, including relevant projects and a resume for assigned staff. We would like to include bios for key staff in this section and include bios for the entire staff and all resumes in an appendix. Is that an acceptable approach? Is there any flexibility in the 5-page limit? We could use up to 8 pages if possible?

Answer 1: Resumes may be included as an appendix. Ag + Open Space prefers a summary of the skill sets and bios in Section 2 to highlight your qualifications to meet our needs. Please adhere to the prescribed page limits suggested in the RFP.

Question 2: Does the Ag + Open Space require a Certified Range Manager (CRM) to develop grazing management plans?

Answer 2: Optimally, if the consultant can offer the services of a Certified Ranger Manager, the Ag + Open Space would prefer this option. However, if the proposed consultant can demonstrate comprehensive field skills and practical experience managing livestock and evaluating grazing conditions, then certification is desirable but not required.

Question 3: Please clarify candidate requirements for Technical Task 4. Is it required that candidates being considered “provide development, review and analysis” of all of the items numbered 1 through 11 on page 5, and/or is the requirement that the candidate provides all of the detailed (1-5) listed “potential services required to assist Ag + Open Space natural and/or cultural resource assessments?” on pages 5-7

Answer 3: The key to this task description is: “Tasks may include the development, review and analysis of the following:...”. The point of emphasis is to demonstrate the ability of your firm to be capable of preparing, reviewing, or analyzing these types of natural or cultural assessments. The “list of potential services (1-5)” provide greater detail of the types of technical support and projects that the Ag + Open Space requires. It is important to demonstrate the ability to complete these types of analysis whether it is for wildlife surveys, riparian corridor assessments, or cultural resources analysis.

Question 4: From Section 4-costs of service, does Ag + Open Space want billing rates for each individual staff person, or just for labor categories (e.g., senior biologist)?

Answer 4: Billing rates should be presented in labor categories in the proposal. Once a contract is awarded, we may request billing rates for a specific individual on a given project.

Question 5: From Section 8--Additional Information, is there a page limit to this section?

Answer 5: While no specific page limit is stated, it would be wise to keep it under 5 pages.

Question 6: Regarding Attachment 2 Proposal Scope Form, please confirm the District is simply requiring proposers to check all the boxes for basic tasks and the relevant boxes for technical tasks.

Answer 6: That is correct, the *Attachment 2: Proposal Scope Form* is an easy way to identify the specific Technical Tasks that the applicant wishes to address in their proposal.

Question 7: Regarding Attachment 2, does the District expect proposers to demonstrate relevant experience for the relevant Basic and Technical tasks in Sections 2 and 8 of the proposal?

Answer 7: Attachment 2 should be inserted in Section 3 of the proposal to highlight all Technical Tasks that the proposer cares to address. Section 2 of the proposal should clearly demonstrate the capacity and qualifications of the proposer to address ALL Basic Tasks and the ability to address the specific Technical Tasks they are most capable of performing at a high level.

Question 8: Should applicants submit each Attachment separately or should they fill them out as they appear in the RFP and submit the RFP document with the filled out Attachments? Should applicants fill out anything on Attachment 3?

Answer 8: Please submit Attachment 1: Proposal Cover Sheet at the beginning of your proposal. Please submit Attachment 2: Proposal Scope Form in Section 3 of your proposal. Attachment 3: Sample Agreement is simply an example of a Service Agreement.

There is nothing in Attachment 3 that needs to be completed. However, it should be reviewed by the applicant and a signed Proposal Cover Sheet will confirm the applicant's acceptance of the conditions outlined in Attachment 3. Attachments 4, 5 & 6 can be inserted in Section 7 of your proposal.

Question 9: **Should applicants submit the narrative portion of their proposals (Sections 1-9) through the, "View/Add General Comments and Attachments" section in the Supplier Portal?**

Answer 9: Yes. In addition to submitting electronic proposals through the Supplier Portal, deliver hard copy proposals to the Ag + Open Space office (747 Mendocino Avenue, Suite 100, Santa Rosa, CA 95401).

For step-by-step instructions on how to submit your proposal through the Supplier Portal, please visit the [FAQ section](#) on the County of Sonoma Purchasing Portal. Specifically, view the topic [How to View a Solicitation and Submit a Bid](#). For additional assistance navigating the Portal, please email supplier-desk@sonoma-county.org

Question 10: **Since applicants are instructed to select that they are bidding the exact quantity requested, how does this dictate how applicants should fill out the "Your Unit Bid Price" and "No Bid" columns at the bottom of the Bid webpage?**

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Question 11: **For hard copy submittals, is it sufficient to submit the narrative portion of the proposal (Sections 1-9), Attachment 1, Attachment 2, Attachment 4, Attachment 5, and Attachment 6?**

Answer 11: Correct. The complete hard copy proposal should include all attachments inserted in the Sections described in Answer 8.

MODIFICATIONS:

No modifications to the RFP are required at this time.

The due date for proposals is no later than **2:00 p.m. on April 30, 2018.**

Contract award by the Ag + Open Space Board of Directors will be determined by staff at a later date.

For additional information, please visit our website:

[Requests for Proposal - Sonoma County Agricultural Preservation and Open Space District](#)
[Sonoma County Agricultural Preservation and Open Space District](#)
<http://www.sonomaopenspace.org/how-we-work/requests-for-proposal/>