



Finance Department
Purchasing Division

**REQUEST FOR PROPOSALS (RFP)
Specification No. 23-11543-C
FOR**

On Call Americans with Disabilities Act (ADA) Consulting Services
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

ADDENDUM "A"
01/17/2023

Dear Proposer:

Questions received from proposers along with answers are attached.

Proposals/bids must be received no later than 2:00 pm, on January 20, 2023 All responses should be sent via email to purchasing@cityofberkeley.info and have “***On Call Americans with Disabilities Act (ADA) Consulting Services***” and **Specification No. 23-11543-C** indicated in the subject line of the email. Please submit one (1) PDF of the technical proposal. Corresponding cost proposal shall be submitted as a separate PDF document.

Proposals will not be accepted after the date and time stated above.

We look forward to receiving and reviewing your proposal.

Sincerely,

Darryl Sweet
General Services Manager

Addendum “A”

Questions and Answers for Specification No. **23-11543-C** PROJECT NAME *On Call Americans with Disabilities Act (ADA) Consulting Services*

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 23-11543-C, *On Call Americans with Disabilities Act (ADA) Consulting Services***. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

1. Q. Many of the tasks listed can be performed at a desk. Are these tasks anticipated to be performed in telecommuting?

1. A. Yes. Per section II. Scope of Services, “Work may be completed remotely, unless specified otherwise”.

2. Q. Other tasks require travel to locations. Will reimbursables for mileage be provided at IRS rates? Should we include that item in our fee proposal as a reimbursable?

2. A. Pricing shall be all inclusive unless indicated otherwise in the price proposal. The consultant can itemize reimbursables for mileage separately if they wish. The reimbursable rates are for the consultant to propose.

3. Q. Other tasks appear to require meetings with City staff. Will an office or meeting room be provided per meeting or made available for use at any time during work hours so that the consultant can make use of the desk in a city facility?

3. A. Per section II. Scope of Services, “Onsite office space can be provided if needed”.

4. Q. Does the City have an online system for citizens and others to submit complaints? If so, can that be accessed through a secure VPN when telecommuting?

4. A. The City receives phone calls and emails to an ADA dedicated Outlook account. Access will be provided to the selected consultant.

5. Q. Can you clarify how we should develop a fee proposal for such different tasks that appear to be performed on an "as needed" basis? Will hourly rates work for each task that can be billed against for time and materials? If not, can you provide a framework for how you see each task to be billed in a lump sum per task?

5. A. It would be acceptable to propose hourly rates for tasks performed on an “as needed basis”.

Except as provided herein all other terms and conditions remain unchanged.