



City of Rocklin

Response to Questions Submitted Regarding Request for Proposals to Provide
Professional On-Call Planning and Environmental Review Services

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Question: It appears that the City would like proposals from firms that are qualified to provide both Planning and Environmental Services; however, I wanted to ask if the City would consider accepting proposals for each service individually (i.e.; Planning or Environmental Review)?

Answer: The City will accept proposals that address each service individually or both services together. Firms are welcome to submit a proposal for on-call planning services, environmental review services, or both.

Question: Can you please clarify the requirements for the Proposer's Certification (Exhibit 5.3) submitted on behalf of a Corporation. Is the phrase "...actual signature of the authorized officer of the corporation written (not typed) below the corporate name" intended to mean that the City is requiring "wet" signatures on the form? Or is the use of an electronic (.jpeg image) signature acceptable?

Answer: The City is requesting "wet" or live signatures on the Proposer's Certification.

Question: The RFP states that the contract term for planning services is 2 years. Can you confirm that this 2-year term applies to any contract awarded through this RFP process?

Answer: The contract term for on-call planning services and/or environmental review services will be two (2) years.

Question: Would you consider allowing some of the planning services to be performed from remote locations rather than in City offices. While some planning functions (e.g., public information, meetings with applicants, hearings, etc.) are best handled in person, other functions (e.g., reviewing application materials and drafting reports) can be performed from locations outside of City Hall.

Answer: The City would prefer to have a firm that is able to work in City offices as needed. There could be a possibility of working offsite, but these details would be agreed upon during the contract negotiation process.

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