

**Pre-Submittal Meeting for  
ST-294D: RFQ for Design Services for 616 Swift Ave Slope Stabilization Project  
October 23, 2018 at 2:00 PM in Conference Room 3A**

- Attendance Introduction and Sign in
- Schedule
  - Questions Submitted 7 days before bid opening November 7, 2018
  - Proposals Due – ~~Wednesday, November 14, 2018~~ Friday, November 16 by 4:00 PM **Revised as per Addendum 1**
  - Shortlist Interviews – Week of November 26 **(if required)**
  - Complete Negotiations – Week of December 10
  - Anticipated NTP – January 2019
  - Anticipated Completion – April 2019
- UBE Goals – Shanika Baughman
  - No Goals
  - Forms are on webpage
    - Proposal needs to include Participation Documentation and Employee Breakdown **(E-101 and E-104 forms needed with proposal)**
- Project Details
  - Design of Slope Stabilization Solution for 616 Swift Avenue
    - 616 Swift Avenue – **Steep land slope in public right-of-way failing, Swift Ave in Front of the property is a City maintained street busy at times.**
    - Collect Necessary Details . **City will provide available details on property**
    - Geotechnical Engineering work. **Work of Geotechnical Engineer/ Landscape Architect as needed to design the stabilization of the slope and provide landscaping recommendations.**
    - Survey Work
    - Slope Stabilization and Landscaping recommendations. **The preferred method is to stabilize the slope by reconstructing the slope, grading and landscaping. Use of retaining wall not preferred.**
    - Design Drawings/Permits
    - Estimate and Quantities sheet - **line item recommendations and quantities for the construction project**
    - Traffic/Pedestrian Control Plans as needed
- Questions
  - Are there any right-of-way acquisitions needed for the project?

No acquisition from the property 616 Swift Avenue anticipated. Most of the work is in the public right-of-way. Permission from the property owner is

required for any field inspection, survey work or grading extending into the property.

- Do the residents of the property know about the project?  
Yes, the residents are aware. Communication with the residents about the project should be maintained during the work.
- Are any erosion control plans required?  
Not anticipated.
- Is use of subcontractors mandatory for this project?  
No. There are no Underutilized Business Enterprise (UBE) goals for this project.
- What is the contract time? Section 50 of the RFQ says 12 months. Is this right?  
No. The contract time shall be 3 months. This error will be corrected by an addendum.
- Do the proposals have to include a cost quote?  
No. This is a qualifications based selection. Costs will be negotiated later with the successful firm selected based on qualifications. Disregard Section 240.6 of the RFQ. This error will be corrected in the addendum.
- Is it required to provide copies of sample curb ramp designs and sample traffic and pedestrian control plans as mentioned in Section 240.5 of the RFQ?  
No. Disregard that statement. Sample plans are not required. This error will be corrected in the addendum.