

**City and County of San Francisco  
Request for Proposals No. 8928 for  
San Francisco International Airport**

Airport Wildlife Biological Services



Date issued:	October 23, 2009
Addendum 1:	November 12, 2009
Proposal due:	3:00 p.m. PST, November 20, 2009

**Addendum 1**  
**Request for Proposals for**  
**Airport Wildlife Biological Services**

This Addendum is being issued to modify the requirements and to provide answers to questions and requests for clarification in the Request for Proposals for Airport Wildlife Biological Services issued on October 23, 2009.

In addition, this Addendum also serves to answer the questions received for the RFP.

The RFP is modified and supplemented as set forth below. If there are any inconsistencies between the terms of the RFP and the terms of this Addendum, then the terms of this Addendum shall prevail. Section references below are to the RFP and are provided for convenience of reference only, and are not necessarily correct or complete.

It is solely the responsibility of potential respondent's to check the website for this RFP: <http://www.flysfo.com/web/page/about/b2b/pro-serv/> for any addenda or additional material related to this RFP prior to the **November 20, 2009 at 3:00 p.m. PST** submission deadline.

**A. Changes to RFP Document**

The following paragraphs describe text changes within the RFP document:

**Change 1**

Section III.A, Time and Place for Submission of Proposals, last paragraph, has been replaced in its entirety with the following:

Proposers shall submit **six (6) hard copies** of the proposal and one (1) copy, separately bound, of required HRC Forms in a sealed envelope clearly marked "RFP # 8928 for Airport Wildlife Biological Services" to the above location. Proposals that are submitted by fax will not be accepted. Late submissions will not be considered, including those submitted late due to mail or delivery service failure.

**Change 2**

Section III.C.4, Firm Qualifications, has been replaced in its entirety with the following:

**4. Firm Qualifications** (up to 12 pages)

Provide information on your firm's background and qualifications which addresses the following:

- a. Name, address, and telephone number of a contact person(s);
- b. A brief description of your firm, as well as how any joint venture or association would be structured; and
- c. A description of not more than **three (3) projects** similar in size and scope prepared by your firm, containing the following information: (i) description of the project goals and the desired outcomes of your services; (ii) description of the project tasks your firm completed, providing sufficient information to give City insight into the size/complexity

## RFP 8928 for Airport Wildlife Biological Services

### Addendum 1

and scope of the project; (iii) description of the firm's approach to the project, including the methodologies that were used, and how those address the project goals; include a description of any challenges the firm may have faced, and strategies the firm used to address them; (iv) identify the project staffing, including each key person and all subcontractors on the project team with titles and roles and hourly rate, and a brief narrative description of the responsibilities each person had on the project; (v) discuss how client and any stakeholders were involved in the project, major opportunities for input, client staff contributions; and (vi) discuss any measurable service deliverables or outcomes that can be attributed to the firm's service. Include background information regarding the client reference and telephone numbers. Please confirm the accuracy of the reference contact information. If joint consultants or subconsultants are proposed, one (1) of the three projects must be from the subconsultant or joint consultant. Descriptions should be limited to three (3) pages for each project.

### Change 3

Section VI.N.3, HRC Forms to be Submitted with Proposal, has been replaced in its entirety with the following:

All proposals submitted must include the following forms contained in Appendix A, HRC Attachment 2: (1) Form 2A: HRC Contract Participation Form; (2) Form 3: HRC Non-Discrimination Affidavit; (3) Form 4: HRC Joint Venture (if applicable); and (4) Form 5: HRC Employment Form. If these forms are not returned with the proposal, the proposal may be determined to be non-responsive and may be rejected.

These HRC forms are also currently listed in Appendix A of the RFP; no change is made to Appendix A of the RFP.

## B. Questions and Requests for Clarification

The following questions or requests for clarifications were received either verbally or electronically via e-mail between 10/23/09 and 11/6/09. Answers to questions are provided immediately after the question or request for clarification.

### Question 1

Firm/Proposer requested a list of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required before “we buy the document”. Proposer also requested a soft copy of the tender document through email.

### Response to Question 1

All interested firms can download the Request for Proposal (RFP) at <http://www.flysfo.com/web/page/about/b2b/pro-serv/>. Proposers do not have to “buy” the RFP document. The RFP document is free and available for download in Adobe PDF format. The information requested in this question as well as question No. 3 are contained in the RFP.

### Question 2

Firm requested the names of countries that will be eligible to participate in this tender.

### Response to Question 2

The RFP does not limit participation based on a firm's domicile. Firms that meet the Minimum Qualifications as published in the RFP are encouraged to submit proposals. Airport staff notes that a firm with a “qualified airport wildlife biologist” located in the San Francisco Bay Area may merit higher points, as mentioned in the RFP.

## **RFP 8928 for Airport Wildlife Biological Services**

### **Addendum 1**

#### **Question 3**

Firm requested information about the Tendering Procedure and Guidelines.

#### **Response to Question 3**

See Response to Question 1.

#### **Question 4**

Firm requested the estimated budget for this purchase.

#### **Response to Question 4**

The estimated budget for this RFP is not available at this time and was not published as part of the RFP.

#### **Question 5**

Firm requested information on any addendum or pre bid meeting minutes?

#### **Response to Question 5**

This is the first and only addendum prepared by the Airport that contains changes made to the RFP, and provides answers to questions or requests for clarifications. No pre-proposal conferences (pre bid) were conducted for this RFP.

#### **Question 6**

Firm inquired if there were any extension of bidding deadline?

#### **Response to Question 6**

The RFP schedule is provided in the RFP. There are no changes to the published schedule at this time.

#### **Question 7**

A request was made to include a firm as a point of contact for any addenda to RFP 8928.

#### **Response to Question 7**

It is solely the responsibility of potential respondent's to check the website for this RFP:

<http://www.flysfo.com/web/page/about/b2b/pro-serv/> for any addenda or additional material related to this RFP prior to the **November 20, 2009 at 3:00 p.m. PST** submission deadline. As provided in the RFP, any firm that has provided an email address to the Airport will receive an email notice of any addenda.

#### **Question 8**

How will submitted questions be answered? Will the questions be available to all interested proposers?

#### **Response to Question 8**

After the deadline for submission of written questions or requests for clarification on November 6, 2009, 5 p.m. PST, staff will provide written answers to all questions received by the deadline as an addendum to this RFP. It is solely the responsibility of potential respondent's to check the website for this RFP:

<http://www.flysfo.com/web/page/about/b2b/pro-serv/> for any addenda or additional material related to this RFP prior to the **November 20, 2009 at 3:00 p.m. PST** submission deadline.

#### **Question 9**

Who is doing the day-to-day wildlife control work at SFO, airport staff or a contractor?

#### **Response to Question 9**

Airfield Operations staff at SFO conducts the daily wildlife control work with some assistance from various consulting firms.

## RFP 8928 for Airport Wildlife Biological Services

### Addendum 1

#### Question 10

On Page 7 of the RFP Section 4 entitled "Firm Qualifications" there is a 5 page limit, but at the end of this section instruction state that each of the 3 project descriptions can be up to 3 pages in length for a total of 9 pages. Please clarify the page limitation for this section.

#### Response to Question 10

Section III.C.4, Firm Qualifications, has been revised to increase the 5 page limit to **12 pages**. If joint consultants or subconsultants are proposed, one (1) of the three projects must be from the subconsultant or joint consultant. See Section A, Changes to RFP Document, of this Addendum 1.

#### Question 11

The heading "Firm Qualifications" states up to 5 pages, however, Section III.C.4.c states that we may submit up to three (3) projects descriptions and these may be up to three pages each. This would be a total of nine pages alone, exceeding the five page limit. Additionally, "If joint consultants or subconsultants are proposed, provide the above information for each." Does the 5-page limit apply cumulatively to all consultants (prime and sub) information?

#### Response to Question 11

See Response to Question 10 and Section A, Changes to RFP Document, of this Addendum 1.

#### Question 12

Proposer asked for clarification of which of the following is correct:

- Section III.A: Five (5) hard copies of the proposal, one (1) copy of the HRC forms, one (1) CD ROM; or
- Section III.B: Six (6) hard copies of the proposal, one (1) hard copy of the HRC forms, and one (1) CD ROM.

#### Response to Question 12

Section III.A is incorrect and should read as follows: Proposers shall submit **six (6) hard copies** of the proposal, one (1) copy of the HRC forms, and one (1) CD-ROM. Section III.B.1 is correct as currently written: Firms shall submit, in total, six (6) hard copies of the proposal and one (1) electronic copy on a CD-Rom. Also see Section A, Changes to RFP Document, of this Addendum 1.

#### Question 13

Proposer had a question about delivery of the proposals. Regarding Section III.A on page 6, the proposer asked if U.S. Postal Service Express Mail is the delivery service that must be used, or if proposals sent via FedEx or UPS are acceptable?

#### Response to Question 13

There is no requirement for the type of delivery of service that the proposer opts to use. As listed in Section III.A of the RFP, a firm may submit their proposal via hand delivery, express mail, or regular mail. However, firms that opt to use express delivery mail, including U.S. Postal Express Mail (which requires a signature upon delivery) must send the package to the 710 N. McDonnell Road address because express mail cannot be received at the P.O. Box. For firms that opt to use non-express/regular U.S. Postal Service delivery, the package must be mailed to the P.O. Box 8097 address.

#### Question 14

Proposer asked if Adobe PDF format is acceptable, or if there is another required file format for the files provided on the CD-Rom.

#### Response to Question 14

There are no required file formats listed in the RFP. Adobe PDF format is acceptable.

## **RFP 8928 for Airport Wildlife Biological Services**

### **Addendum 1**

#### **Question 15**

Will answers to questions posed by interested bidders be posted or distributed for other interested bidders to review?

#### **Response to Question 15**

Yes. Airport staff also notes that it is solely the responsibility of potential respondent's to check the website for this RFP: <http://www.flysfo.com/web/page/about/b2b/pro-serv/> for any addenda or additional material related to this RFP prior to the **November 20, 2009 at 3:00 p.m. PST** submission deadline.

#### **Question 16**

The RFP does not list Human Rights Commission Form 2B, Good Faith Effort. Proposer would like to confirm proposer is not required to fill out HRC Form 2B, if there is not a prime or subconsultant certified SF LBE (Local Business Enterprise) on the team.

#### **Response to Question 16**

Proposers are not required to fill out HRC Form 2B. As listed in Appendix A of the RFP, the HRC Forms required include Forms 2A, 3, 4 (if applicable), and 5. Also see Section A, Changes to RFP Document, of this Addendum 1.

#### **Question 17**

On page 17 of 23, the RFP states that LBE participation is "strongly encouraged". Proposer would like to confirm that firms will not be rejected based on the LBE certificate.

#### **Response to Question 17**

Firms will not be rejected on whether they are a certified Local Business Enterprise (LBE), as listed with the HRC. LBE firms are strongly encouraged to participate in City contracts and would qualify for a discount rating in the scoring of the proposals. Staff notes that a firm may be rejected if they do not meet the minimum qualifications listed in Section IV.A of the RFP.