

## RFQ Questions and City Responses

### **Is this office required to be the proposer's main office, or will a satellite office suffice?**

Either main office or regional office will be acceptable, as long as the staff working for the city are reporting to that office and living in the Bay Area. This will ensure staff working for the city are familiar with the construction practice and customer expectations in the Bay Area. Satellite office is not acceptable. For proposers of providing plan review service, the office shall have at least one conference room for in-person meetings with permit applicants and at least two workstations for staff to do plan review of permit revisions or to reline plans and supporting documents for rechecks. All staff reviewing city's projects shall agree to make themselves available at least two days a week to meet permit applicants in the office for permit revisions and resolving issues of rechecks.

### **Does the City anticipate using this 'principal' office for meetings with permit applicants, or proposer's plan review and/or inspections staff?**

Yes. See answer above.

### **Are plan reviews expected to be performed within the requested Bay Area office?**

Using Bay area office to do day-to-day plan review is preferred, but not mandatory. However, reviewing permit revision submittals and redlining plans and supporting documents for rechecks are expected in the Bay Area office during or after in-person meeting with permit applicants. This requirement will ensure the revised plans could be approved on the same day.

### **If not, what is the purpose of this requirement if plan reviews are expected to be performed using DigEplan software?**

See answer above.

### **The RFP contains a turn-around time schedule, Attachment 1 that consultants shall adhere to. Item "i" under Proposal Content heading is asking for "lead times required for requesting services". Can you please clarify what item i is asking for? Is it for consultant's proposed turn-around time?**

The lead time in item "i" is how many days you will need measured from the date city requests a consultant service to the date when the actual consultant service starts.