



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES
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COUNTY OF MENDOCINO ♦ REQUEST FOR QUALIFICATIONS ADDENDUM No. 1

Environmental Planning Services

RFQ No.	PBS 21-011
Addendum Issue Date:	March 31, 2021
RFQ Issue Date:	March 3, 2021
RFQ Submission Deadline:	April 2, 2021

For various reasons, Mendocino County Staff was unable to post this addendum in a timely manner. Therefore, no points will be deducted if it is not acknowledged in your response.**

GENERAL RFQ CLARIFICATION PROVIDED TO ALL VENDORS AND POTENTIAL PROPOSERS:

- Provide/list all types of technical studies your firm can perform in your submittal.
- The purpose of the financial statement is to insure the financial stability of the firm and should not include personal information such as bank account numbers, social security numbers, specific employee names with salaries, etc. You may also submit the financial information as a separate document and label it as confidential.
- The current request for qualifications is for the Planning Division which is separate from the Cannabis Planning Division.
- Due to Mendocino County's policies and procedures, hard copies **MUST** be submitted.
- The County is only recruiting for said services requested in Request for Qualifications.
- All references are for the firm unless for a subconsultant. For subconsultants, provide any references for individuals that will be assisting with this project.

VENDOR INQUIRIES/MENDOCINO COUNTY RESPONSES

Vendor Inquiry: *Page 4, item 5: Can we submit a package that specifies we can only provide certain technical studies if we cannot prepare the entire list (including traffic and geotechnical analyses). Alternatively, should we put together a team to provide all these services?*

County of Mendocino Response/Clarification: Yes, please provide the technical studies your firm can perform.

Vendor Inquiry: *Page 6, financial statement: Would it be acceptable for our CFO or Controller to sign our financial statement, rather than a CPA firm? Can the financial statement be packaged under a separate header or attachment for confidentiality purposes?*

County of Mendocino Response/Clarification: Yes, you may submit separately, however we would want something from a CPA.

Vendor Inquiry: *With regard to the financial statement portion of the RFP, we are unclear as to why this is a requirement for submittal. As financial information is considered highly sensitive, we are concerned about sharing this information within a proposal that will eventually become public information.*

County of Mendocino Response/Clarification: Please submit the financial information as a separate document and label it as confidential. The purpose is to insure the financial stability of the firm; no bank account numbers, social security numbers, specific employee names etc., are needed.

Vendor Inquiry: *I saw the RFQ No. PBS 011-21 for on-call Environmental Planning Services, and I just wanted to check to see if this was an update to RFQ No. CN 21-004 or if these are two unrelated SOQs. If two separate SOQs, can you please let me know if RFQ No. CN-21-004 is still under consideration by the County?*

County of Mendocino Response/Clarification: These are two separate RFQ's. An update regarding RFQ # CN 21-004 will need to come from the Cannabis Program Manager.

Vendor Inquiry: *The Statement of Qualifications Requirements states: Submit one (1) signed original, three (3) printed copies and one (1) electronic copy of the complete response of qualifications.*

Is the County firm on receiving hard copies or would you consider accepting digital responses via email in place of hard copies?

County of Mendocino Response/Clarification: Yes, we are firm on receiving hard copies.

Vendor Inquiry: *I am in receipt of the request for qualifications for environmental planning services for Mendocino County. I've noted a number of diverse environmental services being requested in the RFQ document. I wanted to know if, in addition to those services, the County is also looking for a firm to conduct Phase I Environmental Site Assessments?*

County of Mendocino Response/Clarification: No we are not at this time.

Vendor Inquiry: *Are you requiring references for each individual staff member in addition to references for the firm? Are you looking for resumes, references, etc for individual subconsultant staff as well, or only firm-level qualifications?*

County of Mendocino Response/Clarification: Only firm level references and not individual staff members. However, for subconsultants, yes we would want resumes, references, etc.

Vendor Inquiry: *How many references would you like for each key individual on our team?*

County of Mendocino Response/Clarification: We are requesting references for the firm, not individuals.

ALL OTHER SPECIFICATIONS REMAIN IN FULL FORCE AND EFFECT.

****Acknowledgment of receipt of this addendum is required to be included in your proposal. You may indicate such inclusion in narrative form within your proposal or by attaching a copy this addendum to your proposal.**

Any questions or concerns regarding this matter should be directed to Julia Acker Krog, Assistant Director, at the phone number or email address listed below:

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