



## City of Rocklin

### Response to Questions

#### Request for Proposals for Public Works Organization Assessment

Questions published March 26, 2025

Question: Are operations and maintenance of city buildings under the Public Works department?

Answer: Yes, the Facilities division within Public Works Department includes building maintenance and Capital Improvement Projects.

Question: The RFP requests printed proposals. Could the City change this to PDF sent via email?

Answer: No, the review panel prefers to review a printed proposal. Please provide printed proposals to be considered.

Question: Would the City please share an organizational chart for the Public Works Department with proposers?

Answer: An organizational chart is included as Attachment A to this Response to Questions.

Question: Section 1.7 of the Scope of Services includes a space assessment of the building housing the Public Works Department, and in Section 5.1 of the Scope of Services (List of Exhibits), the RFP mentions a physical space needs assessment. Could the City provide additional clarification regarding the extent of the physical space needs assessment?

Answer: The City is interested in knowing if the buildings that house Public Works (called the Corporation Yard) have an appropriate amount of space and are appropriately configured for the recommended staffing levels identified in the report. The Corporation Yard is an 11.5 acre site, which includes the main office building and fleet maintenance shop (approximately 10,000 square feet), four modular buildings (approximately 4,500 square feet in total), maintenance bays, fueling island, and storage areas.

Question: Does the City have a budget for this project, and if so, would the City share that budget with proposers?

Answer: The City does not have a set budget for this project and is expecting proposers to provide a cost schedule based on their assessment of the requested services.

Question: In Section 2.1 Proposal Format Requirements, the RFP says, "Use section dividers, tabbed in accordance with the section as specified below." Does the City want physical dividers with tabs, or will titles on the first page of each section clearly indicating the new section be sufficient?

Answer: A title page separating the sections is sufficient.

Question: In section 2.1.2 Proposer's Certification, it says, "the actual signature of the authorized officer of the corporation written (not typed) below the corporate name." Would the City accept a scanned signature from the authorized officer? If not, does the City want ink signatures on all three copies of the printed proposals?

Answer: The City will accept an electronic signature.

# Attachment A

## Public Works Organizational Chart

