

City of Prosser

Request for Proposal: Planning Services

In accordance with the request for proposals, the city is providing the responses below to inquiries received.

1. The provided agreement is for planning services, which would be provided by professional service consultants, however, Article 4 indicates that license and bonding are required. Bonding is a typical requirement of a contractor, but not for a professional service consultant. Can this section be revised to reflect the nature of the services to reflect licensing only? If not, is bonding a firm requirement?
 - Thank you for pointing this out. We will revise the language in the agreement to read as follows:

License and Bonding Requirements
The VENDOR shall obtain and maintain professional liability insurance (E&O) coverage in the amount of \$1 million in full force and effect during the term of the contract. Proof of insurance shall be provided upon execution of contract by VENDOR.
2. Article 10B, states that the indemnity provision has been specifically negotiated, will there be an opportunity to do that when awarded?
 - The City is happy to further discuss these provisions as part of the final contract award.
3. Article 10A, RCW 4.24.115 details provisions for concurrent negligence between the consultant and the indemnified party, which is not addressed in Article 10A. Subject to article 10B, would the City be willing to address this during negotiations?
 - The City is happy to further discuss these provisions as part of the final contract award.
4. Article 10A does not limit indemnification to the extent of negligent acts, errors, or omissions, but instead is unlimited in its wording. Subject to article 10B, would the City be willing to negotiate an indemnity clause that is more standard in the professional services industry to relate to negligent acts, errors, or omissions?
 - The City is happy to further discuss these provisions as part of the final contract award.
5. Article 11: Insurance provided by Vendor does not reflect any professional liability insurance. Since this is a professional services contract, we assume that professional liability insurance will be a requirement. To that end, is there a minimum requirement for professional legibly insurance?
 - The City usually requires a minimum of one million dollars.

6. Does the City want consultants to submit the full Agreement for Planning Services or just include the offer to enter into an On-Call Planning Services Agreement page that immediately precedes it in the RFP?
 - o Section G: Submission of the RFP outline the required submittals. You will find that a signed service agreement is included in the list. If you would like, rather than sign the agreement, can you include a note of the signature page of the agreement that you would like to further discuss the provisions before signing the agreement.

7. We are interested to know the volume of work that the City has assigned to a Land Use Planning consultant recently. Can you describe the volume of work in terms of number of task orders issued, and how much annually has been paid to the previous consultant over the past three years?
 - o Please find below a listing of the work performed from 2021 through 2023 and expenses related to these projects.

Parks Impact	\$13,666.26
Sprayfield	\$24,145.78
Housing Action Plan (HAP)- Grant Funded	\$57,491.79
TOTAL	\$95,303.83

8. Do you expect around the same volume of work in the coming years as the recent past three years? How do you anticipate the workload may be different?
 - o We do not foresee a significant change in the daily activities, but we would like to use the successful contractor to assist us with grant funded projects. For example, the city is currently working to complete an updated to our Comprehensive Plan to include various legislative mandates such as climate requirement. Additionally, the City is also completing an updated to our RCO Parks, Open Space and Recreation Plan. Both of these projects are grant funded and, if we had a vendor in place, they may have been assigned these projects.

9. Given the City’s recent experience with a planning consultant, what are the three most important qualities you need in a team moving forward?
 - o In addition to the criteria listed in section E Evaluation Criteria of the RFP, the City is seeking a team of professionals with well-rounded experience if various fields to provide support and guidance as needed.