



City of Los Banos

At the Crossroads of California

ADDENDUM NO. 1

Request for Qualifications (RFQ) On-Call Planning Consulting Services

Date: June 24, 2026

This Addendum is issued to provide clarifications and responses to questions received regarding the above-referenced RFQ. This Addendum becomes part of the RFQ documents.

Questions and Responses

Q1. In light of the RFQ requirements for hardcopy submissions, would the City consider an extension, or alternatively, allow for electronic submittals only?

A1. At this time, the City will not extend the deadline. The City will accept both electronic and hardcopy submissions. Respondents shall follow the submission instructions as clarified herein.

Q2. How much counter time is the City envisioning for the selected firm?

A2. The amount of counter time is not fixed and will vary based on workload and project needs. The City anticipates that counter support may be required on an as-needed basis, but no guaranteed number of hours is specified.

Q3. Are there any major projects expected in the near future that would be assigned to the consultant?

A3. The City anticipates utilizing on-call consultants for a variety of planning-related tasks; however, no specific major projects are guaranteed at this time.

Q4. Who are the incumbents on the City's current contract for On-Call Planning Consulting Services?

A4. The City does not currently have an active on-call planning consulting contract.

Q5. On page 11, item number 2 under Scope of Work indicates that consultants should “Describe project deliverables for each phase of your work.” As this is on-call, would the City clarify the intent?

A5. Respondents should provide typical deliverables based on representative planning projects (e.g., entitlements, environmental review, policy documents, etc.). The intent is to understand the consultant’s approach and standard work products, not to define a specific project scope.

Q6. Does the Fee Schedule/Billing Rates need to be submitted in a separate envelope or can it be included in the SOQ?

A6. The Fee Schedule/Billing Rates need to be submitted in a separate envelope. Respondents should clearly label the envelope “Cost Proposal”.

Q7. Do you want the Cover Letter included in each of the five (5) hard copies or just one (1) copy?

A7. The Cover Letter should be included in each submitted copy of the SOQ.

Q8. Is the SOQ required to include contract amounts for representative projects?

A8. Providing contract amounts is optional. Respondents may include this information if available, but it is not required.

Q9. Because this RFQ does not identify a specific project scope, can the City clarify how respondents should address Scope of Work?

A9. Respondents should address the Scope of Work by describing their general approach, methodologies, and capabilities for providing on-call planning services, including examples from similar projects.

Q10. Are respondents required to assemble a complete team to cover all services listed, or can they submit qualifications for select services?

A10. Respondents may submit qualifications for all or select services listed in the RFQ. The City may select multiple firms with complementary expertise.

Q11. Regarding the cost proposal, may we submit a fee schedule that includes ranges per staff category?

A11. Yes, respondents may provide billing rate ranges by staff category.

Q12. Who is on the City’s current on-call roster?

A12. The City does not currently maintain an on-call planning consulting roster.

Q13. What types of projects is the City anticipating under this contract?

A13. Anticipated tasks may include, but are not limited to:

- Development review assistance
- Environmental review (CEQA)
- General Plan and zoning updates
- Policy analysis
- Staff augmentation and counter support

Work will be assigned on an as-needed basis.

Q14. Can the Consultant Project Manager be a California Registered Traffic Engineer or Professional Engineer in lieu of a Registered Professional Planner with AICP certification requirement?

A14. The City prefers a Project Manager with AICP certification; however, a California Registered Traffic Engineer or Professional Engineer may be acceptable if the individual demonstrates significant experience managing planning-related projects comparable to the services described in the RFQ.

End of Addendum