



**CITY OF
OAKLAND**

ATTENTION ALL BIDDERS

ADDENDUM NO. 1 to
RFP for ADMINISTRATION AND IMPLEMENTATION OF THE CITY OF OAKLAND'S FAÇADE
AND TENANT IMPROVEMENT PROGRAM

Date: March 25, 2024

From: Economic & Workforce Development Department

To: Prospective Service Providers

1. This Addendum No. 1 modifies the original Request for Proposal Documents.
2. Acknowledge receipt of Addendum No. 1 in the space below and attach this signed document to the Proposal.
3. The Submittal date has been extended to **Monday, April 15, 2024, at 2:00 pm, PT.**
4. Please see information below:

Pre-Meeting Recording is available at:

[Passcode Required - Zoom](#)

Passcode: e\$399Bx@

Meeting ID: 895 6540 1055

Passcode: 699923

5. Updated Contact Information:
 - a. Project Manager: Urban Economic Analyst II, Yanira Cortez at ycortez@oaklandca.gov or 510-238-6683
 - b. Contract Admin: contractadmin@oaklandca.gov
 - c. Contract Compliance Officer: Sophany Hang at shang@oaklandca.gov or (510) 238-3723
6. Please find the following questions and answers:
 - a. Q: What is the payment structure for the service provider? Specifically, would their compensation derive from the grant funds or the city budget?
A: Payment schedule will be all encompassing; invoices should include all costs, including administrative fees. The funding has been predetermined and identified from the same project source.
 - b. Q: Could you elaborate on the payment terms for the service provider, such as whether they are expected within 20 days, 30 days, or 60 days?
A: Payment terms would be mutually agreed upon during the contracting process.

- c. Q: Is there a predetermined time frame allocated for each grantee, setting a limit on the number of hours permissible for working with them?
A: No, time allocation will vary based on the scope of work.
- d. Q: Are consultants allowed to submit scopes of work to business owners?
A: No, consultants are only providing construction management services to owners.
- e. Q: Has an annual budget been identified by the City for this SOW?
A: Yes, funding source has been identified under the Façade & Tenant Improvement Program.
- f. Q: Is the City awarding a single contract only?
A: Yes, the City's goal is to select a single Contractor.
- g. Q: Does the City know how many grantees will be served over a specific period?
A: Eighty Grantees, for the duration of the contract.
- h. Q: Is the grantee expected to pay for project expenses out-of-pocket? What if they cannot at this time? Is this a part of the eligibility criteria? Is there a list of eligibility criteria that we can refer (I may have overlooked)?
A: Yes, the grantee(s) are to pay for the project expenses out-of-pocket. The program is based on a process of reimbursement for eligible improvements. While there is flexibility, eligible expenses improve the commercial corridor for the public use on the ground floor of businesses.
- i. Q: What if the grantee's contractor runs into unforeseen conditions (or another scenario with a similar outcome) where the bid is exceeded? Does the City have a process in place and what is it?
A: No, each grant agreement is not to exceed \$24,999. The City will only be able to disburse up to said amount, regardless of unforeseen conditions once the required reimbursement documentation is submitted.
- j. Q: What if the grantee defaults and fails to pay the contractor? And vice-versa, what if contractor does not complete work or if it is of poor quality? Are there processes in place for how the City handles these variables?
A: No, grantees are responsible for the selection of the contractor. Reimbursement is contingent upon receiving all proof of payment and other required documentation.
- k. Q: Is this project subject to the submittal of Certified Payroll Reports? Asking because of the prevailing wage requirement.
A: Yes, more can be found on prevailing wages here:
https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcao-94612.s3.amazonaws.com%2Fdocuments%2Ffaq_prevailingwage.pdf%3Futm_campaign%3DFTIP%26utm_source%3Dhs_email%26utm_medium%3Demail%26_hsenc%3Dp2ANqtz-88sTMxqEzwzpQotEeKTHGo2d3FG6bWM6BS3LUmxs3mVw2GMULNiSykyOxdIDn

=
[4uhVdWUU&data=05%7C01%7CESimundza%40oaklandca.gov%7C423ad004de8d48b2505f08dbb3bab200%7C989a21806fbc47f180321a9ee969c58d%7C0%7C638301386655934901%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6IklhaWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=7CGu0cGHHadWdFzj5%2F5C7eUhnfkdGJMNDTmdFaRE1Vc%3D&reserved=0](https://oaklandca.gov/423ad004de8d48b2505f08dbb3bab2007C989a21806fbc47f180321a9ee969c58d%7C0%7C638301386655934901%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6IklhaWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=7CGu0cGHHadWdFzj5%2F5C7eUhnfkdGJMNDTmdFaRE1Vc%3D&reserved=0)


Yanira Cortez (March 25, 2024 10:42 PDT)
Administrative Analyst II

ADDENDUM NO. 1 ACKNOWLEDGED:

Signature of Bidder

Date






FTIP RFP Addendum 1

Final Audit Report

2024-03-25

Created:	2024-03-25 (Pacific Daylight Time)
By:	Yanira Cortez (YCortez@oaklandca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAZp4cFlunC_OdP6Ra5JiZTXJFnDwS65V

"FTIP RFP Addendum 1" History

-  Document created by Yanira Cortez (YCortez@oaklandca.gov)
2024-03-25 - 10:41:07 AM PDT
-  Document emailed to Yanira Cortez (YCortez@oaklandca.gov) for signature
2024-03-25 - 10:41:53 AM PDT
-  Email viewed by Yanira Cortez (YCortez@oaklandca.gov)
2024-03-25 - 10:41:59 AM PDT
-  Document e-signed by Yanira Cortez (YCortez@oaklandca.gov)
Signature Date: 2024-03-25 - 10:42:07 AM PDT - Time Source: server
-  Agreement completed.
2024-03-25 - 10:42:07 AM PDT



City of
Oakland

Powered by
Adobe
Acrobat Sign