

ADDENDUM NO. 1

REQUEST FOR QUALIFICATIONS

#PWD 25.604 FOR

UTILITIES CAPITAL IMPROVEMENT PROGRAM (CIP)

PROGRAM MANAGEMENT AND PROJECT DELIVERY SERVICES

(PLANNING THROUGH CONSTRUCTION CLOSEOUT)

This addendum is hereby made a part of the project Request for Qualifications documents. It shall be the responsibility of the general consultant to inform any affected sub-bidder of the content of this addendum.

The contract documents are modified/clarified as follows:

1.0 – Update all references for the due date to August 20, 2025

2.0 - Replace Appendix C – RFQ & Project Schedule with:

APPENDIX C – RFQ & PROJECT SCHEDULE

The anticipated RFQ and project construction schedule is as follows, consultant shall provide schedule based on consultant's approach:

Advertise:	July 12, 2025
Optional Pre-Bid Meeting:	July 17, 2025
Last date of Questions to be submitted:	August 12, 2025
RFQ Due:	August 20, 2025
RFQ review and evaluation:	August 21 – September 5, 2025
Invite for Interviews:	September 8, 2025
Oral interviews:	September 22 - 26, 2025
Scope & Cost Negotiation with First-Ranked:	September 29 – October 7, 2025
Anticipated City Council Award:	November 2025
Contract Award and Notice to Proceed:	December 2025

Contract Estimated Period: December 2025 through June 30, 2030; Two-year contract with three additional one-year extensions.

ADDENDUM NO. 1

3.0 Update Scope of Services for Program Management. Attachment 2 City Project Objectives update the section under “Program Management” with:

Program Management Scope of Services

The selected firm will act as the City’s Program Manager and provide comprehensive services including planning, procurement, oversight, design coordination, and delivery support for the City of Pleasanton’s Water and Sewer Capital Improvement Program (CIP). The Consultant will serve as an extension of City staff, with key personnel working regularly on-site and reporting directly to the Assistant Director of Public Works.

The Program Manager will be responsible for implementing the Water CIP under the City’s Water System Master Plan (WSMP) and the Sewer CIP under the Sanitary Sewer Management Plan (SSMP). These responsibilities extend from program initiation through design and construction delivery and may include support for operational programs such as R&R.

In addition to Tasks 1-8 outlined as the general scope of services the Program Management key tasks include, but are not limited to:

A. Program Initiation & Planning

- Develop a Program Charter and establish a governance structure.
- Prepare a Program Management Plan (PMP) detailing scope, schedule, cost, risk, quality, and communication protocols.
- Establish a formal change review and approval process in coordination with Engineering and Operations, aligned with the WSMP and SSMP.
- Facilitate internal kick-off and stakeholder coordination meetings.
- Develop a long-term implementation plan for delivery of both water and sewer programs.

ADDENDUM NO. 1

B. WSMP & SSMP Implementation

- Develop and maintain a Program Implementation Roadmap that aligns with regulatory milestones and City objectives.
- Track and ensure compliance with State and Federal mandates; monitor program delivery to meet regulatory timelines.
- Provide technical oversight of planning, design, and construction activities.
- Coordinate cross-cutting efforts with other City CIPs (e.g., streets, stormwater).
- Support the integration of CCTV and asset condition data into capital project scoping and prioritization.
- Support operational program needs such as Repair & Replacement (R&R), including scoping and technical development.

C. Project Controls

- Develop and manage overall program budget, including forecasting, cost tracking, and cash flow analysis.
- Establish and maintain a Master Program Schedule across all active projects.
- Implement program-level risk management processes and maintain a program risk register.
- Develop and maintain systems for document control, contract tracking, and performance reporting.
- Monitor project milestones and flag schedule/cost risks for early intervention.
- Provide oversight to ensure scope, budget, and schedule adherence.

D. Bond and Funding Compliance

- Track bond fund allocations and ensure compliance with IRS expenditure and reporting requirements.
- Support the Finance Department in the preparation of financial reports for City Council, bondholders, and audits.
- Assist with grant writing, grant compliance documentation, and reimbursement tracking.
- Forecast utility revenue and align program delivery with financial constraints and goals.

E. Capital Project Oversight & Design Management

- Support project prioritization and sequencing based on WSMP, SSMP, regulatory requirements, and operational needs.

ADDENDUM NO. 1

- Receive, evaluate and process change request to the WSMP and SSMP, document changes and update WSMP and SSMP to reflect changes, develop back-up/recovery plans in the case of unplanned set-backs in project delivery.
- Develop and implement strategies to efficiently manage and coordinate shared resources such as personnel, equipment, budget, and technology across all projects within the program to ensure consistency, avoid resource conflicts, and achieve overall program objectives.
- Provide engineering support to Operations when needed.
- Manage procurement of design consultants and contractors, including RFQ/RFP development, scope preparation, and selection processes.
- Oversee design team activities to ensure technical quality, constructability, and compliance with City standards.
- Coordinate pre-design activities (scoping, utility research, field reviews) and provide constructability input.
- Prepare task orders and fee proposals for City review and approval.
- Manage the interface between design, permitting, bidding, and construction phases.
- Track scope changes and update master plans and implementation schedules accordingly.
- Support bid document preparation, contractor selection, and award recommendations.
- Assist with construction administration and change order oversight when needed.

F. Reporting & Communication

- Facilitate coordination across Engineering, Utility Operations, Utility Planning, and Public Works leadership.
- Provide monthly and quarterly progress reports summarizing project status, risks, schedule, and budget.
- Prepare presentation materials and reports for City Council and community stakeholders.
- Coordinate limited public outreach (e.g., notifications, web content, mailers) for capital projects.
- Document lessons learned and develop tools/templates for internal staff training and continuity.

G. Program Closeout

- Prepare and organize closeout documentation for each project and the overall program.
- Develop and present a final Program Closeout Report summarizing lessons learned, performance evaluation, and recommendations for future capital planning.

ADDENDUM NO. 1

- Maintain and transfer complete documentation, including GIS updates and record drawings.

Deliverables

The Consultant shall be responsible for delivering, at a minimum:

- Program Charter and Program Management Plan (PMP)
- Multi-year CIP Implementation Schedule and Master Program Schedule
- WSMP/SSMP Change Log and Implementation Roadmap
- Monthly and Quarterly Progress Reports
- Risk Register and Program Controls Matrix
- Financial/Bond Tracking Reports
- Consultant and Contractor Procurement Tracking Matrix
- Design Review Comments and Constructability Feedback
- City Council and Public Presentation Materials
- Final Program Closeout Report and Lessons Learned Summary
- GIS and record drawing updates
- Grant applications and compliance documentation as applicable

Compensation

- Program Management Services will be compensated on a time-and-materials basis, not to exceed a negotiated cap tied to a percentage of annual program expenditures (July 1–June 30).
- Project Design Services will be compensated per approved task order on a time-and-materials basis with a not-to-exceed amount.
- The cap and structure may be revisited and adjusted after the first three years based on workload, funding availability, and program complexity.

All other items of Request for Qualifications document remain unchanged.



Adam M. Nelkie
Assistant Public Works Director/City Engineer