

EEI Design Services RFP Questions and Responses
October 2026

1. From the scope of work in the RFP, it is not clear what community engagement you anticipate conducting and what support you are requesting from the design consultant. Can you please clarify?

Substantial community engagement has already occurred. Sapphire Consulting is handling outreach and will continue to coordinate outreach going forward. The Design Consultant will not need to handle outreach but would participate in public meetings including providing design alternatives for the community's consideration.

2. Can you provide any documentation of the engagement done to date, coordinated by Sapphire Consulting, as indicated (RFP, p. 20)? Will the City and CBO continue to work with an engagement firm under a separate contract to support this effort?

The City hired Sapphire Consulting and they will continue to coordinate outreach efforts as part of the grant effort. Please see Attachment A, PowerPoint Summary which includes information on public input to date.

3. Under "Statement of Qualifications Submittal Delivery," (p. 10), the RFP indicates that hard copies are expected of the RFP (does this mean SOQ?), but only electronic submittal, in Word-compatible format, is required for the "List of Vital Personnel" section. This is somewhat confusing. Can you try to clarify?

Electronic only submittal of the entire package is acceptable

4. Page limits are indicated for sections 1-3 of the SOQ, but not Section 4 Proposed Scope of Work. Is that intended?

Please disregard the page limits referenced for the SOQ. That is a typographical error.

5. Can you confirm that the project's budget is \$138,999, as indicated on p. 22 of the RFP? Does this come from the City's or the CBO's portion of the grant?

This is the amount that is intended to go to the design services portion of the grant and would not come out of the CBO budget. The grant is between the City of Marysville and the Sacramento Area Council of Governments (SACOG). Invoices and payment will be coordinated through the City of Marysville.

This amount is inclusive of any reimbursement expenses.

6. Would you be able to share a draft contract for our review?

Yes, see attachment B, Sample Contract.

7. May consultants without government-approved audited rates participate and complete the review before award? What review or rate options are acceptable, and what documents and deadlines apply?

Yes, consultants that don't use an indirect rate are able to participate. Consultants without an indirect rate would complete the Certification of Indirect Rate and Financial Management System form, but put N/A for the rate and can state that their budget doesn't include an indirect rate.

If proposing to use an indirect rate, the federally approved indirect cost rate would need to be applied and approved by the organization's cognizant agency. (Marysville, SACOG and CALTRANS).

The deadline to determine approved indirect costs would need to be established before the contract went to the Marysville City Council for approval.

8. Do these accounting-system and audited-rate requirements also apply to subconsultants? Must each firm obtain separate approval, and by when?

For consultants, they would complete the Certification of Indirect Rate and Financial Management System form and include any overhead costs in their proposal. If using subconsultants, then any overhead costs that the sub is proposing should also be included and approved by the time the consultant contract is approved by the City Council (depending on timing potentially December 20026/January 2027)

9. RCN coordination. Has a consultant been selected for the Reconnecting Communities & Neighborhoods (RCN) Downtown Mobility and Traffic Calming Study? How should the Blueprint coordinate with that effort on study area, data, and pilot projects? May a member of the RCN consultant team also serve on a Blueprint team?

Yes, GHD has been selected for the RCN Grant. This effort has just started, therefore, as data becomes available, it can be made available to the Design Consultant. A member of that team may also serve on the EEI grant Team.

10. Engagement roles. Given that the CBO is leading outreach, what engagement activities is the design consultant expected to lead or attend? Can summaries of outreach completed to date, including the June 11, 2026 town hall, be shared with proposers?

See response to Question 2 above.

11. Design town hall. Is the design town hall described in the outreach scope still planned? If so, which costs (venue, food, interpretation, childcare) fall under the design consultant's budget?

The Design town hall would not need to be coordinated by the Design Consultant and that work would not come out of the Design Consultant budget.

12. Blueprint authorship. Who is responsible for writing and producing the final Blueprint document: the CBO, Sapphire Consulting, the City, or the design consultant?

The City's planning consultant with Management Advisory Services will work with the CBO, Sapphire Consulting and the Design Consultant to prepare the Blueprint document. The Design firm will be mainly responsible for graphics or the proposed improvements.

13. Key locations. Task 3.c identifies Plaza Park and a key entry intersection. Please confirm which intersection is intended. Can prior archway design materials be made available?

See Attachment A. We will be looking to the design consultant to provide entryway recommendations.

14. Chinatown boundary. The earlier RFQ for this project included defining the limits of Chinatown for City adoption. Is that work complete, or is it within the scope of this RFP? Is the boundary intended to support a future historic or cultural district designation?

The CBO identified the proposed boundaries of the district in outreach that has occurred to date. This boundary will need to be approved by the City Council, so at this point it is considered a draft boundary.

15. Pilot project. Does the budget include fabrication and installation of the pilot project, or design only?

It would be preferable if the budget could accommodate the installation of the pilot project, but the City recognizes that the grant budget is constrained. Please provide as an add-on if only design services can be provided.

16. Schedule. With notice to proceed anticipated December 30, 2026 and draft recommendations due in spring 2027, does the City expect the 2027 Bok Kai Festival to inform the access and visitor work in Task 5?

Yes, the 2027 Bok Kai will continue to inform the process. The EEI grant outreach started this past year, so the next Bok Kai will continue to add to informing needed improvements.

17. Budget. Is the \$138,999 not-to-exceed amount inclusive of subconsultant fees and reimbursable expenses?

Yes, the budget is inclusive of any fees or reimbursable expenses.

18. Audited rates. Section IX states that compensation will be based on audited rates. Will the City accept the Caltrans Safe Harbor indirect cost rate for small firms, including the prime, or is a CPA-audited indirect cost rate required?

Yes, the Caltrans rate is acceptable.

19. Submittal format. Do the cover, tabs, and organizational chart count toward the page limits? Is there a page limit for the Proposed Scope of Work?

Please disregard the page limits

20. Sections 1-3 note a page count but Section 4 does not. Is there a total page count maximum for this RFP package?

Please disregard the page count.

21. Task 2 includes analyzing baseline traffic safety and operations. Will the data from the recent 2050 General Plan and Downtown Specific Plan be sufficient, or does the City expect the consultant's scope to include new traffic data collection and localized circulation counts?

Yes, data from the 2050 General Plan may be used. If necessary, based on the consultant's recommendation, additional localized traffic counts may be needed.

22. Task 2 notes that outreach feedback is being coordinated by Sapphire Consulting, while Task 4 references hosting engagement events. Could the City clarify whether the design consultant is expected to lead some of the outreach events?

Sapphire Consulting will continue to lead outreach efforts. However, the Design Consultant will be asked to participate in future outreach to get feedback on design recommendations from the community.