



COUNTY OF
IMPERIAL

DEPARTMENT OF
PUBLIC WORKS

155 S. 11th Street
El Centro, CA
92243

Tel: (442) 265-1818
Fax: (442) 265-1858

Follow Us:



[www.facebook.com/
ImperialCountyDPW/](https://www.facebook.com/ImperialCountyDPW/)



[https://twitter.com/
CountyDpw](https://twitter.com/CountyDpw)

COUNTY OF IMPERIAL PUBLIC WORKS

Request for Proposals for As Needed Plan Checking; County Project No. 6685PWS

ADDENDUM NO. 1

January 14, 2026

This **ADDENDUM** is hereby made part of the Contract Documents and specifications to the same extent as if originally included therein, and shall be signed by the Bidder and included with the proposal.

Question 1: RFP Section III identifies review of hydrology/hydraulic and geotechnical reports. In Exhibit A, the consultant is to provide a total lump sum fixed fee for plan check of grading and improvement plans and traffic studies. Are per sheet costs in Exhibit A to be inclusive of the costs for reviewing all "other supporting documentation" or should the consultant provide separate lump sum fixed fee costs for review for review of the listed studies and other support documentation?

Answer: The per-sheet fees in Exhibit A are intended to cover the typical plan check review of grading and improvement plans, including review of standard supporting documentation. If a project includes unusually complex or extensive technical studies, the County may request a separate task order scope and fee proposal for that additional review effort.

Question 2: RFP Section III 1 and 2 identify review of bridge and retaining wall plans and calculations that are not under building permit purview; however, Exhibit A. Engineering Plan Check Fee Schedule does not consider the costs associated with these reviews. How will structural reviews be compensated?

Answer: Structural reviews for bridges, retaining walls, and similar facilities not covered by the standard fee schedule will be handled under a separate task order with a negotiated lump sum or not to exceed fee, as appropriate for the specific assignment.

Question 3: Please provide the location of the Cost Proposal Upload; the current upload sections only accepts a single file.

Answer: The Cost Proposal shall be uploaded in the designated "Cost Proposal" section in PlanetBids as a separate file from the RFP proposal.

Question 4: Will the anticipated Plan Check Services include any map reviews that require the services of a Professional Land Surveyor?

Answer: Some assignments may include map or survey related reviews. If a Professional Land Surveyor is required, this will be identified at the task order level and handled accordingly.

Question 5: Section V.9. Fees includes a table showing percentage of fees payable upon completion of plan check submittals. Section V. states that for this work the consultant shall submit one (1) invoice for full payment upon completion of work. Please clarify if separate invoices can be submitted upon completion of each plan check review, or only one invoice submitted upon completion of the work.

Answer: Yes. Invoicing may be submitted upon completion of each plan check review or task, in accordance with the task order and the contract payment provisions. The intent of the language is to avoid progress billing for incomplete reviews.

Question 6: Task 3 on page 8 states that invoices must be submitted to the County at the time of submitting the plan check documents and comments. Our firm typically prepares invoices at the end of each month. Would it be acceptable to submit invoices prior to the 15th day of any month in accordance with sample contract Section 10 Method of Payment ?

Answer: Yes. Invoices may be submitted in accordance with the contract's Method of Payment provisions, including monthly billing, provided the invoice corresponds to completed work items or completed plan check reviews.

Question 7: Section IV. Assignment of Work describes task orders being issued to one or more on call firms to request proposals. Will a separate proposal be requested for each plan check?

Answer: Yes. For assignments outside the standard fee schedule or for atypical or complex reviews, the County may request a task-specific proposal. Routine plan checks covered by the adopted fee schedule may be assigned directly.

Question 8: Task 1 and 2 on page 7 describe kick-off and quarterly meetings. Will each plan check require a kick-off meeting? If so, are the meetings to be held in-person, or will remote attendance be acceptable?

Answer: Kickoff or coordination meetings will be scheduled as needed based on project complexity. Meetings may be held remotely unless the County determines an in-person meeting is necessary.

Question 9: Exhibit D in the sample agreement is for DBE participation. Will this contract have a DBE participation goal, and if so, what is the participation goal?

Answer: At this time, no DBE participant goal is being established. Pursuant to the U.S. Department of Transportation Interim Final Rule issued October 3, 2025 (49 CFR Parts 23 and 26) and Caltrans DLA Office Bulletin #25-07R1, DBE goals are currently suspended until California Unified Certification Program (CUCP) completes the required reevaluation process.

Question 10: The purpose and background section identifies federally funded projects. Will this contract be subject to pre-award audit of the consultant's indirect cost rate?

Answer: If a task order is federally funded and subject to applicable federal requirements, the consultant may be required to provide an approved indirect cost rate and/or be subject to audit in accordance with federal and state regulations.

Question 11: Is fire and life safety design or plan check required?

Answer: No. This RFP is limited to civil engineering plan checking services and excludes items under Building Permit purview, including fire and life safety.

Question 12: Will you select a single company that provides all the listed services?

Answer: No. The County intends to award multiple on-call contracts and assign work as needed.

Question 12: Could you clarify whether Imperial County needs staff augmentation plan check support for life safety code, accessibility, fire protection or fire alarm scopes?

Answer: No. This RFP is not for staff augmentation or building/life safety disciplines. It is for civil engineering plan checking services only.

Item 1: Please be advised that the deadline for submission is extended from Monday, January 19, 2026 to Tuesday, January 27, 2026, for all methods of submittal.

Item 2: Please be advised that the County has added a separate PlanetBids upload link labeled “Cost Proposal”. Proposers shall submit the Technical Proposal under the main upload and the cost proposal under the “Cost Proposal” upload link.



Veronica Atondo, P.E.
Deputy Director of Public Works

Acknowledgement of Addendum No. 1

The general contractor is responsible for advising any and all subcontractors of this change. Each bidder must acknowledge receipt of this addendum in the noted space below and where indicated on the Bidder's Proposal Section of the Special Provisions. This Addendum must be attached to the proposal.

License No: _____

Print or Type Company Name: _____

Print or Type Authorized Name: _____

Authorized Signature of Contractor: _____

Date Signed: _____