



**QUESTIONS AND ANSWERS
ALAMEDA CTC RFP NO. R19-0002
TOLL REVENUE FORECASTING SERVICES FOR EXPRESS LANES**

The following answers are in response to questions submitted by prospective proposers for Toll Revenue Forecasting Services for Express Lanes, Alameda County Transportation Commission (Alameda CTC) Request for Proposals (RFP) No. R19-0002. This document provides the written responses to all questions that were received by Alameda CTC on or before December 3, 2018. Questions may have been edited for grammar and clarity.

Q1. Can you provide the contact info (email and phone number) of the pre-proposal meeting attendees?

A1. The contact information and sign-in sheet are available on the RFP Web Page at https://www.alamedactc.org/news_items/view/23866.

Q2. The “proposed approach” falls into two sections – E.1.b and E.2.d.

- a. Is the difference that one asks for a “succinct” approach vs a more “comprehensive” approach for the other?**
- b. Is it possible to consolidate the approach in one section of the proposal, or does the proposal need to follow this exact structure of the RFP?**

A2. a. Section II.2.E.1.b falls under Understanding the Required Scope of Work and asks for the approach for addressing risks and challenges relating to the revenue forecasts and Section II.2.E.2.d falls under Expertise and asks for a comprehensive approach for implementing and managing the scope of work.

- b. The proposal needs to follow the exact structure outlined in the RFP.

Q3. Does the Potential Conflicts of Interest list apply to the Prime only or also to its Subcontractors?

A3. The Resources Form should include all proposer team members. The Potential Conflicts of Interest list applies to the prime consultant and subconsultants. Like Cost Proposal Form B, only one Resources Form should be submitted by the proposer for the entire proposer team, so subconsultants should not submit the form separately, as they would for some of the other certifications and forms (e.g., each firm submits its own Levine Act Statement, Public Contract Code, etc.).

Q4. Of the 4 copies of the technical proposal requested, is one of them an original (with wet signatures) and thus can the remaining three be copies? Or can we utilize an electronic signature(s) for all 4 copies of the technical proposal?

A4. Originals and wet signatures are not required for the proposals. Electronic signatures are acceptable.

Q5. Can you please clarify what a “single method of fastening” is on page 13 of the RFP?

A5. Each of the 4 proposal copies is to be fastened using just 1 method, such as stapling each of the 4 copies as opposed to stapling 1 copy and using paper clips on the other 3 copies.

Q6. Please confirm there is no limit to liability in the standard professional services agreement.

A6. The standard Professional Services Contract does not include a limitation on liability. Per Section I.2. (Contract Requirements), the Alameda CTC Sample Professional Services Contract is available at www.alamedactc.org/app_pages/view/10614.

Q7. If I prepare the Technical Proposal in InDesign and then convert to Word, will that suffice for the electronic format to go on USB along with PDF?

A7. Yes, file conversions are acceptable as long as DOC/DOCX or RTF formats of the complete technical proposal are submitted.

Q8. Does the Cost Proposal Certification Form go into the Technical Proposal, or into Cost Proposal with Cost Proposal Form B and Caltrans LAPM Exhibit 10-K? How should the envelope be labeled? Please confirm that all proposers are required to have an Exhibit 10-K, i.e. this is for all consultants not just A&E consultants.

A8. Per RFP Table 3, the Cost Proposal Certification Form does not contain cost elements and should be submitted unsealed with the technical proposal. Cost Proposal Form B and Caltrans LAPM Exhibit 10-K should both be in one separately sealed envelope labeled “Cost Proposal Attachment” as those items contain cost elements. Caltrans LAPM Exhibit 10-K is required for the prime and all subconsultants of any tier.

Q9. On page 16 of the RFP, under Section II.2.E.5 (Cost Proposal), the Cost Proposal Requirements Certification refers to Appendix E. Should it be Appendix D?

A9. Yes, the Cost Proposal Requirements Certification is under Appendix D. Addendum No. 1 will include a correction.

Q10. Regarding references, is it necessary to provide three unique references per key staff member, or can references overlap if several key staff members worked on the same project?

A10. It is acceptable for references to overlap between key staff members. However, each key staff member’s own references should be unique and among such references, only one of the minimum three required shall be from Alameda CTC (i.e., if you provide five references, those additional two references may be from Alameda CTC). Separate references forms are required for each key staff member. Please clearly identify the key staff member and their role on Part A of the References Form so the reference understands who they are providing a reference for.

Q11. Are traffic counts conducted for I-580 After Study available for both general purpose (GP) and express lanes (EL)? What traffic data (ramp traffic counts, mainline volumes, speeds in the GP and EL, etc.) and granularity is available for the I-580 and I-680? Was the data collected for I-680 in 2017 for the northbound direction alone, or for both directions?

A11. No mainline traffic counts were performed for the I-580 After Study. Data was obtained from Caltrans PeMS system (which does not separate GP and EL) and the Alameda CTC electronic toll system.

Data that can be made available to the selected proposer includes the following:

- I-580 Corridor
 - Any data used for the I-580 After Study, including ramp traffic counted at 38 on/off ramps along I-580 at locations where Caltrans data was limited. Counts were collected for 3 consecutive midweek days in April 2018.
 - GP and express lane volumes and speeds from the electronic toll system in 15-minute intervals.
- I-680 Corridor
 - Ramp counts for six full weekdays at each ramp between Auto Mall Parkway and SR-84 in the northbound direction and between the Paloma Road and SR 237 in the southbound direction. Ramp counts were collected in early 2017.
 - Express lane volumes and speeds from the electronic toll system are available in 15-minute increments.
 - Wavetronix northbound and southbound GP and express lane counts in 15-minute intervals are available for six full days from Spring 2017. These counts are aggregated per direction and are not broken down by lane.

Q12. Does Alameda CTC have origin-destination data for the I-580 and I-680 corridors?

A12. No.

Q13. Will Alameda CTC be able to provide a breakdown of the usage of FasTrak vs. FasTrak Flex tags by time of day with the toll rate and Express lane usage data?

A13. No, nor do we believe this to be pertinent since FasTrak Flex tags in the “1” position are equivalent to FasTrak tags.

Q14. Do the user benefits referenced in Task 2 relate only to traffic operations benefits? Is Alameda CTC also interested in economic impacts?

A14. The referenced benefits relate only to traffic operations benefits.

Q15. Are peak/off-peak HOV discounts envisioned – e.g. Peak HOV 3+ free/HOV 2 discount; Off-Peak HOV 2+ free?

A15. No.

Q16. Would CAVs and HOV 2 vehicles be analyzed at the same toll discount for each policy scenario?

A16. No. CAVs will be analyzed with a partial toll under all scenarios even though they enjoy a full fare discount today; HOV 2 vehicles may be a partial or full discount depending on the occupancy policy. For scenarios in which both CAV and HOV 2 have a partial toll discount, that discount will be the same for both.

Q17. Have vehicle classification and occupancy surveys been conducted for the 680 corridor to support the revenue forecasting study? Is the data available for both GP and ELs, and when was the data collected?

A17. Vehicle classification and occupancy surveys for the GP and EL were collected on I-680 for one day between 7 a.m. and 6 p.m. in early 2017. Data is provided in 15-minute intervals, separated by lane.

Q18. We would like to include a detailed scope of work to accompany our cost proposal. Is this ok, and does Alameda CTC have a preference as to where we should include this document – as an appendix to our Technical Proposal or as an attachment to our cost proposal in the sealed envelope?

A18. The technical proposal must include all sections indicated under Proposal Content (Section II.2.E). The proposer may include a detailed scope of work under any proposal content sections as appropriate but the page limit will apply. Any additional items not specifically requested may be listed as “optional tasks” and be included as separate line items in the cost proposal. Project fact sheets and resumes may be provided in an appendix to the proposal.

Q19. Can we get the previous Traffic & Revenue reports for the 580 and 680 Express lanes?

A19. No.

Q20. In order to provide a more appropriate timeframe for completing the work to meet the Commission’s needs as requested in section E.1.d, it would be beneficial to know of tentative deadlines for completing Task 1 (I-580) and Task 2 (I-680). Could that information be provided?

A20. We would like to have the I-580 Express Lanes revenue forecasting completed no later than January 2020 with the I-680 Express Lanes forecasting either concurrent or following. Both should be completed by June 30, 2020.