



**QUESTIONS AND ANSWERS
ALAMEDA CTC RFP NO. R20-0003
CONSTRUCTION MANAGEMENT SERVICES FOR THE
7TH STREET GRADE SEPARATION EAST PROJECT**

The following answers are in response to questions submitted by prospective proposers for Alameda County Transportation Commission (Alameda CTC) Request for Proposals (RFP) No. R20-0003. This document provides written responses to all questions that were received by Alameda CTC on or before September 5, 2019. Questions may have been edited for grammar and clarity. **This document, issued on September 11, 2019, replaces and revises the previous Q&A document for this RFP so as to include all questions received by the questions submission deadline and to reflect addenda issued for the RFP.** The answer to Q3 has been revised from the earlier document, and Qs 20-26 are new.

Q1. I did not see a procurement portal to access the plan holders list. Could you provide me some assistance with this matter?

A1. Alameda CTC does not have a procurement portal to access a plan holder list. Per the RFP, prospective proposers are requested to sign up for optional email notifications of important updates regarding this RFP using the Email Notifications and/or Pre-Proposal Meeting Registration Form. The Pre-Proposal Meeting Sign-in Sheet and the Interested Parties List have been posted to <https://www.alamedactc.org/get-involved/contracting-opportunities/>.

Q2. Per the RFP, the proposal source files should be submitted on a CD along with the hard copy. The example provided was DOC/DOCX or RTF files. If the proposal is prepared in Adobe InDesign, may we submit a packaged InDesign file with all fonts/links instead of word documents? Or must all files be prepared in Microsoft (MS) Word?

If files must be prepared in MS Word, is it acceptable to provide separate MS Word files numbered in sequential order? If the MS Word files should be submitted instead as one completed document, will a MS Word Master Document be acceptable?

A2. All source files must be in DOC/DOCX, RTF, or XLS/XLSX formats. Alameda CTC requires delivery of each proposal in both editable and non-editable formats to facilitate its review of the proposals. We do not have the ability to open InDesign files, so delivery of files in that format will not be useful. We understand that this software does not permit users to save files in DOC or DOCX formats, although it does permit users to save files in the RTF format. Accordingly, we will accept an electronic file of the complete proposal in RTF format in lieu of providing the DOC/DOCX version, in addition to the full proposal in PDF format.

Yes, it is acceptable to: (1) provide separate DOC/DOCX or RTF files numbered in sequential order, or (2) provide the source file(s) as a MS Word Master Document.

Q3. Will there be four (4) sets of plans so each member of the proposer team employed by the prime proposer can review specific sections?

A3. Per RFP Addendum No. 2, current “not for construction” project plans will be made available in electronic form. *[Answer revised from prior Q&A document]*

Q4. What is the estimated overall cost? Are union bids required?

A4. The estimated overall construction cost at this time is \$260 million, including support costs. Union bids are not anticipated to be required, but prevailing wage work is anticipated on this project.

Q5. What are the specific participation requirements, if any, for Local Business Enterprise (LBE) and Small Local Business Enterprise (SLBE)?

A5. There are no LBE or SLBE requirements as the Local Business Contract Equity Program does not apply to this procurement. LBE and SLBE participation is encouraged but not required.

Q6. The cover letter of the RFP states the contract will be funded in part by Alameda CTC's 2018 Local Partnership Program and 2018 TCEP and as such will not be subject to Alameda CTC's Local Business Contract Equity Program. Since state funds will be used, are there any Disabled Veteran Business Enterprise (DVBE) requirements or even DBE requirements if federal funds are used? We didn't see any DVBE or DBE requirements in the RFP. Can you please confirm if there is a Disadvantaged Business Enterprise (DBE) requirement for the resulting contract, and what the percentage is?

A6. There are no DVBE or DBE requirements on this procurement.

Q7. Please confirm that Part A of the References Form must be submitted with the proposal on September 19 and Part B of the form which is to be filled out by the reference must also be filled and submitted to Alameda CTC by September 19.

A7. Yes, Part A of the References Form must be included in the proposal, and the proposal must be submitted by or before the deadline of Thursday, September 19, 2019, at 3:00 p.m. Pacific Time (PT). The proposer must also provide a summary of project information by submitting a completed Part A to its reference (proposer's client), which the reference needs to review prior to submitting Part B.

Q8. Can the deadline for submitting Part B of the References Form by the reference be at a later time than September 19?

A8. No. The reference must review Part A then complete Part B of the References Form and return the completed form via email to the Sole Point of Contact as identified in the RFP, so that it is received by no later than the deadline requested by the proposer (this can be by, **or before**, the proposal deadline). The Alameda CTC Sole Point of Contract must receive Part B from the reference by Thursday, September 19, 2019, at 3:00 p.m. PT. The reference's completed Part B will not be provided to the proposer and the proposer should not be copied on the email.

Q9. RFP Section II.2.G (References) requires a minimum of three references related to previous projects similar to this project, or elements of this project, on which the key staff member had significant involvement within the past five (5) years. Is it possible to increase the period from 5 years to 10 years, as most similar projects are multi-year projects lasting from 2 to 3 years? This will allow us to provide references for multiple similar projects which would be more beneficial to Alameda CTC.

A9. The allowable reference project performance period has been increased to the past ten (10) years. Please see RFP Addendum No. 2.

Q10. Can you please clarify if subconsultants from the prime design team (HDR) can be included on teams for RFP No. R20-0003, 7th Street Grade Separation East Project Construction Management Services? If not, can you provide a list of the subconsultants be provided for reference, or a list of firms that are conflicted out of the resulting contract?

A10. HDR Engineering, Inc. (HDR) is precluded from proposing on this RFP as a prime proposer or as a subconsultant as part of a team. Further, any subconsultant on the contract between HDR and Alameda CTC that has performed any design services under such contract is precluded from participating on a team responding to this RFP. At this time, Alameda CTC is not able to determine if any of the subconsultants on the current design services contract are so precluded, and it is the proposers' responsibility to ensure that no potential members of its team have an improper conflict of interest.

Subconsultants currently under the existing contract between HDR and Alameda CTC:

- BKF
- WRECO
- Parikh
- Biggs Cardosa Associates
- YEI Engineers, Inc.
- Associated R/W Services
- Baseline Environmental Consultants
- PGA Design
- Construction Engineering Consulting Group, Inc. (CECG)
- Kennedy & Associates
- Wood Rodgers, Inc.
- Joel P. Adams Consulting, LLC
- Short Rail Advisors
- Redwood Consulting Associates
- SCA Environmental, Inc.
- Quality Controls, LLC
- Pitcher Services, LLC
- RowLand Valuation
- Gregg Drilling, LLC
- Enthalpy Analytical
- Desmond Marcello & Amster, LLC
- Cruz Brothers Locators

Q11. The look-ahead report on Alameda CTC's website includes building construction (relocation of Pacific Transload Systems business). This RFP does not reference this work. Please confirm that the building construction is not part of the scope for this RFP.

A11. Review and management of building construction are not part of the scope of services of this RFP.

Q12. Please confirm demolition of Pacific Transload Building and construction of new building is not included in CM scope.

A12. Per RFP Addendum No. 2, the management of the *demolition* of the Pacific Transload Building is part of the scope of services of this RFP. See also Q11/A11 above.

Q13. The Optional Scope of Work Item 4 references the "Project Public Information Officer." Will this person be provided by the successful proposer or others?

A13. The role of Project Public Information Officer is not under the scope of this RFP.

Q14. The cover letter states "The performance period is anticipated to be a period of 48 months from January 2020 to December 2023." RFP Appendix A states that the end of construction is December 2022. Is the end of the performance period December 2023, the end of December 2022 with perhaps up to six months for project closeout or is Alameda CTC anticipating closeout activities will be until December 2023?

A14. Per RFP Addendum No. 2, the performance period is anticipated to be 54 months with an end of construction date of December 2023.

Q15. Please expand on the best management practices options.

A15. Currently, the design team is reviewing bioswales as best management practices for adhering to the clean water program. At this moment, three sites have been evaluated for water treatment. Alameda CTC expects to finalize the site prior to the end of this calendar year.

Q16. On Page 18 of RFP, for Item 5(c), should Task II be listed as an "Optional Task" and not included with the base cost proposal fee, or included with the base cost proposal fee?

A16. The Optional Scope of Work must be included in the cost proposal. Per RFP Section II.2.E (Proposal Content), "Proposals must address the entire Scope of Work in Appendix A (Base Scope of Work, Optional Scope of Work, Deliverables, and Staffing). Evaluation of proposals and interviews, if deemed necessary, will include consideration of both the Base Scope of Work and the Optional Scope of Work."

Q17. Can you confirm that Item 14 on page 25 of the RFP refers to Quality Assurance by the Consultant and Quality Control belongs to the Contractor?

A17. It is expected that the Construction Management consultant implement and follow the Alameda CTC Quality Assurance Program (QAP). The QAP is "a sampling, testing, and inspection program that will provide assurance that the materials and workmanship incorporated into the Alameda County Transportation Commission (Alameda CTC) street and highway construction projects are in conformance with the contract specifications."

Q18. The RFP states that the Project Manager (PM) must be a California Professional Engineer (PE). We anticipate our team to include a Resident Engineer (RE). Does the RE need to be a California PE, or would it be acceptable if such RE was reporting under the PM who is a PE?

A18. The RE must be a Registered Professional Engineer in the State of California, with seven (7) years of relevant experience preferred. Please see RFP Addendum No. 2.

Q19. What is Alameda CTC's alternative to the consultant providing Task II Construction Administration Services – managed in-house, or via program support services? When does Alameda CTC project having a firm stance as to whether Task II Optional Services will be expended to the consultant?

A19. The execution of Optional Task II scope is dependent on a number of variables, including but not limited to, funding sources, constructability review, schedule changes, and consultant performance. It is not the intent of Alameda CTC to use an alternative method to the consultant providing the Optional Task II services, but if deemed necessary, Alameda CTC retains the right to not exercise the Optional Task II services.

Q20. Are the “reference clients” able to email you the reference forms before the submission deadlines?

A20. Yes, reference clients are able to email reference forms before the submission deadline. Please have the reference clients email the completed reference forms to echeng@alamedactc.org. Forms received after the submission deadline will not be accepted.

Q21. I would like to schedule a time for my team to review the plans, was a time table set up at the pre-proposal meeting?

A21. No. Per RFP Addendum No. 2, current “not for construction” project plans will be made available in electronic form.

Q22. For Section II.2.E.1B (Detailed Schedule), please clarify that the Detailed Schedule should include the Construction Management scope of work/optional scope of work, and NOT construction activity scope of work (submittal dates, review periods for submittals, etc.)?

A22. Correct, the detailed schedule should include only the Base Scope of Work.

Q23. Organization of Forms and Certifications: The RFP states that forms should be collated by form type, then by firm in alphabetical order. Is it ok to collate by form type, then by prime proposer first, then remaining firms in alphabetical order?

A23. Yes, it is acceptable to collate by form type, and for each form, collate by prime proposer first, then remaining firms in alphabetical order.

Q24. Please confirm both Cost Proposal A (Caltrans LAPM Exhibit 10-H) and Cost Proposal B are required to be submitted for prime and all subconsultants with the proposal. Or is only Cost Proposal B required as implied at the Pre-Proposal meeting and can Cost Proposal A be submitted 5 days after the proposer has been notified it is the successful proposer?

A24. Both Cost Proposal A and Cost Proposal B are required to be submitted for the prime and all subconsultants with the proposal by the submission deadline. Please see Q25/A25.

Q25. In Appendix C, Cost Proposal Form A (Caltrans Local Assistance Procedures Manual Exhibit 10-H; use applicable form and note that Exhibit 10-H4 is required for prevailing wage work).

Which 10-H forms are to be used?

- a. 10-H1, “Actual Cost-Plus Fixed Fee or lump sum contracts” (Design, Engineering, and Environmental Studies) This appears to be the form Alameda CTC wants.
- b. 10-H2, “Specific Rate of Compensation (use for on-call or as-needed contracts)”, (Construction Engineer and Inspection Contracts). This form is for on-call type contracts. It appears this is not an on-call contract, correct?
- c. 10-H3, “Costs per unit of work contracts”, (Geotechnical and Materials Testing)
It appears our materials testing firm or construction staking firm should use this form?
- d. 10-H4 “Cost Proposal for Caltrans with Prevailing Wages (Excel)”, Actual Cost Plus Fixed Fee; specific rates of compensation and cost per unit of work contracts. Note 4 on form refers to Caltrans Contract Manager pre-approval.

This form is normally used for Caltrans proposals for their on-call construction engineering and inspection services. We normally see that 10-H2 is the equivalent local agencies form for on call type construction inspection services contracts. However, this is a prevailing wage contract so even though it’s not an on-call type contract, please confirm if 10-H4 and 10-H2 are required or if only 10-H1 and 10-H2 are required.

The RFP also states that the forms are required for prime consultants and all subconsultants. Should our Materials Testing and construction staking subconsultants fill out form 10-H3 while the prime and all other subconsultants fill out 10-H1?

A25. This is clarified in RFP Addendum No. 3. Per the addendum, only Caltrans LAPM Exhibit 10-H4 (Cost Proposal – Prevailing Wages) is required to be completed for each firm that is performing prevailing wage work. Per RFP Appendix A (Base Scope of Work, Optional Scope of Work, Deliverables, and Staffing) prevailing wage work is identified in Section II. Optional Scope of Work (Construction), A. “Subconsultants are anticipated for surveying and materials testing.”

Q26. For Appendix C, Item No. 9 – Consultant Audit Request Letter and Checklist (Caltrans Local Assistance Procedures Manual Exhibit 10-A), do you want proposers to fill out this form, and if so, which parts?

A26. Alameda CTC will complete and submit the Exhibit 10-A form to Caltrans, but per Appendix D, the selected proposer and all subconsultants shall provide financial documents for the contract as required under Exhibit 10-A within five (5) days of Alameda CTC’s notice to the prime proposer that it is the successful proposer.