



**ADDENDUM NO. 3  
ALAMEDA CTC RFP NO. R20-0005  
PROGRAM MANAGEMENT OVERSIGHT SERVICES  
FOR THE  
ENVIRONMENTAL CLEARANCE, AND PRELIMINARY AND FINAL DESIGN  
OF THE RAIL SAFETY ENHANCEMENT PROGRAM**

March 17, 2020

Request for Proposals (RFP) No. R20-0005 is modified as set forth in this Addendum No. 3. The original RFP, Addendum No. 1 and Addendum No. 2 remain in full force and effect, except as modified by this Addendum, which is hereby made part thereof and subject to all applicable requirements hereunder as if originally shown and/or specified. Proposers shall take this Addendum into consideration when preparing and submitting proposals.

The RFP is hereby revised per the following:

- 1. **The following paragraphs under Section II.2.A (General Instructions) shall be modified as shown in redline changes:**

**2. PROPOSAL CONTENT AND FORMAT**

**A. General Instructions**

By the proposal due date, interested proposers shall submit:

- **Technical Proposal** (written proposal, **without cost proposal or cost elements**): ~~four (4) hard copies of~~ the complete ~~proposal, along with set of~~ electronic files ~~of comprising~~ the ~~complete~~ proposal in PDF format, except the Resources Form (~~Appendix F~~) ~~which~~ shall be provided in source (i.e., XLS/XLSX) **and** PDF formats. All PDF documents must be formatted with Optical Character Recognition to ensure text is searchable and may be copied.
- **Cost Proposal** (~~sealed separately in a separate digital folder~~ from the technical proposal and labeled “Cost Proposal Attachment,” as identified in ~~Section II.2.E.5~~): ~~One (1) hard copy of~~ the complete ~~cost proposal, along with set of~~ electronic files ~~of comprising~~ the ~~complete cost~~ proposal in source (i.e., XLS/XLSX) **and** PDF formats.

Electronic files ~~may~~ shall be ~~submitted on CD sent via email attachment or USB flash drive; file sharing service.~~ ~~Files should be clearly named.~~ Proposers ~~who submit their proposals by mail~~ should allow sufficient ~~mailing and internal~~ delivery time to ensure timely receipt by the Alameda CTC. Late submittals will not be accepted. Submissions transmitted by facsimile or ~~email~~ ~~hard copies~~ will not be accepted.

The ~~hard copies, the CD or USB flash drive, and a separate sealed cost proposal envelope, files~~ must be submitted ~~in a sealed envelope or container—stating, on the outside, the proposer’s name, address, telephone number; the RFP number and title; and proposal due date—and delivered~~ to the Sole Point of Contact at the ~~mailing email~~ address identified in [Section II.1.D](#) (Sole Point of Contact); ~~in an email with a subject line containing the RFP number and title and with the body containing the proposer’s name, address, and telephone number.~~

Proposals must be typed with a minimum 12-point font and submitted on 8½” x 11” ~~paper pages~~ with at least 1” margins; ~~using a single method of fastening~~. The font requirement applies to all text except for charts, tables and graphs. ~~When appropriate, double-sided printing is encouraged.~~ Graphs, diagrams or organizational charts could be shown on 11” x 17” ~~paper. 11” x 17” paper will be counted as two pages per side or four pages if double-sided pages.~~ Proposals shall not exceed 16 pages ~~(8 if double-sided)~~, excluding sections or content as indicated in Table 2 (Page Limit Requirements).

2. Table 1 (RFP Schedule) shall be modified as shown in redline changes:

**TABLE 1: RFP SCHEDULE**

ACTIVITY	DATE/TIME
<b>RFP issued.</b>	February 20, 2020
<b>Optional Pre-Proposal Meeting</b> held at Alameda CTC offices. By 5:00 p.m. the day before the meeting, please register using the RFP Registration Form identified in the cover letter of this RFP.	March 10, 2020 3:00 p.m.
<b>Deadline for proposers to submit questions.</b> All questions must be directed by email to the Sole Point of Contact.	March 10, 2020 5:30 p.m.
<b>Final Addendum issued, if necessary.</b> Proposers may sign up for RFP email notifications using the Email Notifications and Pre-Proposal Meeting Registration Form identified in the cover letter of this RFP.	<del>March 17, 2020</del> <u>March 24, 2020</u>
<b>Due Date for Proposals and References Questionnaires. LATE SUBMISSIONS WILL NOT BE ACCEPTED.</b> References shall submit the web-based References Questionnaire identified in the cover letter of this RFP by or before this deadline.	<del>March 24, 2020</del> <u>March 31, 2020</u> 3:00 p.m.
<b>Anticipated Proposal Review.</b> Selection Review Panel evaluates proposals and develops short list of firms to interview, if necessary.	<del>April 27, 2020</del> <u>May 4, 2020</u>
<b>Interviews, if necessary.</b>	<del>May 8, 2020</del> <u>May 14, 2020</u>

ACTIVITY	DATE/TIME
Anticipated Final Evaluation and Determination of Top-Ranked Firm.	<del>May 11, 2020</del> <u>May 18, 2020</u>
Contract Award Request to the Alameda CTC Commission.	July 23, 2020
Anticipated Contract Commencement.	August 21, 2020

Approved for issuance:



**Gary Huisingsh**  
Deputy Executive Director of Projects