



ALAMEDA COUNTY TRANSPORTATION COMMISSION

# Dublin Boulevard- North Canyon Parkway Extension Project

Pre-Proposal Meeting  
RFP No. 20-0008  
May 7, 2020

## Agenda

1. Introduction
2. Alameda CTC Overview
3. Governance
4. Scope of Work
5. RFP Schedule
6. Proposal Requirements
7. Prevailing Wage Requirements
8. Disadvantaged Business Enterprise Participation Program
9. Evaluation/Criteria
10. Award
11. Questions Submittal
12. Questions and Answers



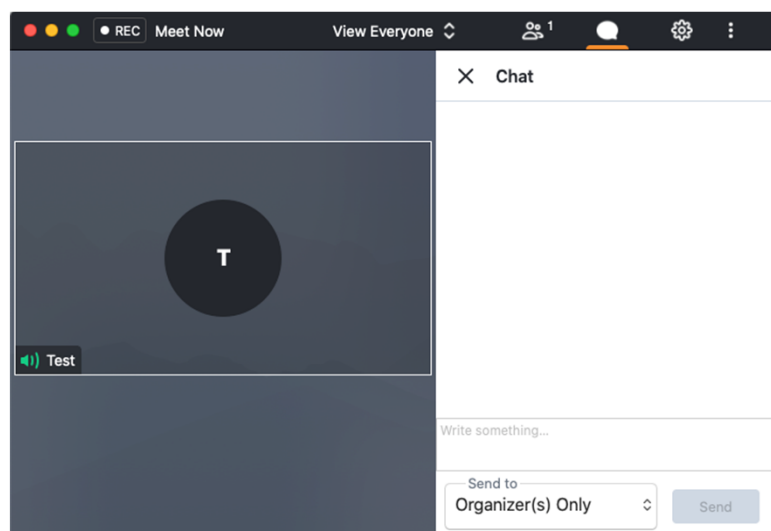
## Introduction

- Alameda CTC
- Proposers
  - First name, last name, firm name, and whether your firm is a prime or a sub.
  - Unregistered participants should register on the RFP Registration Form to be included on the interested parties list.



## Introduction

- Questions
  - Please reserve your questions during the presentation until the Questions Submittal portion of the meeting.
  - During Questions Submittal, use the chat function →



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## Alameda CTC Overview

- The mission of the Alameda County Transportation Commission is to plan, fund and deliver transportation programs and projects that expand access and improve mobility to foster a vibrant and livable Alameda County.
- Alameda CTC coordinates countywide transportation planning efforts; programs local, regional, state and federal funding; and delivers projects and programs including those approved by voters in Alameda County transportation expenditure plans for Measure B, Measure BB and the Vehicle Registration Fee.



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## Governance

- Agency is governed by a 22-member Commission:
  - Five Alameda County Supervisors
  - Two Oakland City Council representatives
  - One representative from each of the other 13 city councils
  - One representative each from AC Transit and BART



## Scope of Work by Task

The Alameda CTC intends to retain a professional services consultant or consultant team to provide **Plans, Specification and Estimate, Right of Way and Utility** services.

### TASKS:

1. Project Management
2. PS&E Development (35%, 65%, 95%)
  1. Technical Studies
  2. Right of Engineering and Right of Way Support
  3. Utility Services



## RFP Schedule (RFP Table 1)

**LATE SUBMITTALS WILL NOT BE ACCEPTED. SUBMISSIONS TRANSMITTED BY FAX OR MAIL WILL NOT BE ACCEPTED. SCHEDULE IS IN PACIFIC TIME.**

ACTIVITY	DATE/TIME
RFP issued.	April 24, 2020
Optional Pre-Proposal Meeting held via Conference Call.	May 7, 2020, 3:30 p.m.
Deadline for proposers to submit questions. All questions must be directed by email to the Sole Point of Contact.	May 11, 2020, 3:00 p.m.
Final Addendum issued, if necessary.	May 18, 2020
<b>Due Date for Proposal and References Questionnaires.</b> References shall submit the web-based Reference Questionnaire (identified in the cover letter of this RFP) by or before this deadline.	<b>June 1, 2020, 3:00 p.m.</b>
Anticipated Proposal Review.	June 26, 2020
Interviews, if necessary.	July 14, 2020
Anticipated Final Evaluation and Determination of Top-Ranked Firm.	July 16, 2020
Contract Award Request to the Alameda CTC Commission.	September 24, 2020
<b>Anticipated Contract Commencement.</b>	<b>October 23, 2020</b>



## Proposal Requirements (RFP Table 3)

Proposers must provide completed Forms and Certifications (see RFP Table 3) for prime consultant and all subconsultants regardless of tier. **If there is any reason that specific items are incomplete or not provided, proposers must include a justification for each item explaining why it was incomplete or not provided.**

Collate by form type rather than by firm, with prime first and subs in alphabetical order by firm name; e.g.:

1. Levine Act Statement Forms
  - Prime
  - Sub 1
  - Sub 2



## Proposal Requirements (Cost Forms)

- **COST PROPOSAL FORM B** completed in its entirety, **for all firms/subs/vendors on your team regardless of tier**, including:
  1. **B1:** Breakdown of Costs
  2. **B2:** Expense Detail (Direct Expenses)
  3. **B3:** Summary
  4. **B5:** Prime Consultant and Subconsultant Contact Information
  5. **B6:** Budget by Firm
  6. **B7:** Rates by Firm
  7. **B8:** Unit Costs by Firm
- **CALTRANS LAPM EXHIBIT 10-K (ICR CERTIFICATION):**
  1. The most recent Fiscal Year End (FYE) Indirect Cost Rate (ICR) must be submitted; i.e., the 2019 FYE ICR must be submitted.
  2. A date range format of MM/DD/YY-MM/DD/YY must be provided in the Fiscal Period field, per the definition of fiscal period on the form.



## Proposal Requirements (References)

### Reference Request Forms

- For each key team member, provide a minimum of three (3) 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. **None of the references shall be from Alameda CTC.**
  - Proposers shall complete the **Reference Request Form** for each of its references, and:
    - ✓ Submit to each reference
    - ✓ Include in its proposal to Alameda CTC

### Reference Questionnaires

- References shall review the Reference Request Form, then complete and submit the web-based **Reference Questionnaire** by or before the proposal due date.

**The proposer is responsible for communicating to the referenced party the instructions and requirements for this process as outlined in the RFP.**



## Proposal Requirements (Package)

- **Technical Proposal (without cost elements):** The complete set of electronic files in searchable PDF format, except for Resources Form which shall be in XLS **and** PDF formats.
- **Cost Proposal (separate folder labeled "Cost Proposal Attachment"):** The complete set of electronic files in XLS **and** PDF formats.

Proposal electronic files shall be sent via email attachment or file sharing service. Files and/or folders shall be clearly named. Proposers submitting proposals should allow sufficient delivery time to ensure timely receipt by the Alameda CTC. **Submissions transmitted by facsimile or hard copies will not be accepted.**



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## Prevailing Wage Requirements

Both the prime consultant and the subconsultant or subcontractor firm(s) required to hold a contractor's license to perform prevailing work must be registered with the DIR *prior to submittal of any proposal*.

Proof of such required registration for both the prime consultant and the specific team member holding the contractor's license must be submitted with the proposal.

- DIR FAQ: [www.dir.ca.gov/OPRL/FAQ\\_PrevailingWage.html](http://www.dir.ca.gov/OPRL/FAQ_PrevailingWage.html)
- DIR Wage Determination: [www.dir.ca.gov/oprl/DPreWageDetermination.htm](http://www.dir.ca.gov/oprl/DPreWageDetermination.htm)



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## Disadvantaged Business Enterprise (DBE) Participation Program [49 CFR, Part 26]

- The DBE goal for this contract is **17.0%**.
- It is the proposer's responsibility to verify DBE certification at due date and time of proposal submittal.
- For a list of DBEs certified by the California United Certification Program, go to <https://dot.ca.gov/programs/business-and-economic-opportunity/dbe-search>.



# Local Business Contract Equity Program

This contract will be Federally funded as such, Alameda CTC's Local Business Contract Equity Program **does not apply**. Proposers are encouraged but not required to utilize, or team with, firms that are registered in the LBCE Program. Further detail regarding this Program can be found on the Alameda CTC website at [www.alamedactc.org/contract-equity](http://www.alamedactc.org/contract-equity).

## CERTIFICATION TEAM

**Phone:** (510) 208-7460

**Fax:** (510) 893-6489

**Email:** [certification@alamedactc.org](mailto:certification@alamedactc.org)



# Evaluation Criteria

Proposal Criteria	Maximum Points
Understanding the Required Scope of Work.	45
Expertise.	30
Management Plan.	10
Staffing Plan and Availability.	15
Total:	100

Interview Criteria	Maximum Points
Understanding the Required Scope of Work.	20
Expertise.	20
Management Plan.	10
Staffing Plan and Availability.	10
Effectiveness of Interview	40
Total:	100





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## Award

The Selection Review Panel will recommend award to the highest ranked proposer based on the final scoring from the Interview Criteria and will not include the initial scoring of the technical proposals. If the Selection Review Panel determines that interviews are not necessary, proposers will be ranked based on the scoring of the technical proposals.



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## Sole Point of Contact:

E.W. Cheng ([echeng@alamedactc.org](mailto:echeng@alamedactc.org))

All communications should be directed to the Sole Point of Contact. **Do not contact other agency staff, project team members, or panel members throughout this procurement process.**





# Questions Submittal

Alameda County Transportation Commission • 1111 Broadway, Suite 800  
Oakland, CA 94607 • 510.208.7400



# Q&A

Alameda County Transportation Commission • 1111 Broadway, Suite 800  
Oakland, CA 94607 • 510.208.7400



# Thank You

For more information, visit  
[www.AlamedaCTC.org](http://www.AlamedaCTC.org)

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Oakland, CA 94607 • 510.208.7400