



QUESTIONS AND ANSWERS ALAMEDA CTC RFP NO. R20-0008

The following answers are in response to questions submitted by prospective proposers for Alameda County Transportation Commission (Alameda CTC) Request for Proposals (RFP) No. R20-0008 for Plans, Specification & Estimate, Right of Way and Utility Services for the Dublin Boulevard – North Canyons Parkway Project. This document provides the written responses to all questions that were received by Alameda CTC on or before May 11, 2020. Questions may have been edited for grammar and clarity.

Q1. We understand the contract is not subject to the Alameda CTC Local Business Contract Equity (LBCE) Program. Please clarify if Local Business Enterprise (LBE), Small Local Business Enterprise (SLBE), and Very Small Local Business Enterprise (VSLBE) certifications are required to be presented in the cover letter.

A1. The resulting contract is not subject to the Alameda CTC LBCE Program. However, per RFP Section II.2.B (Letter of Transmittal), the proposal shall identify the LBE, SLBE, VSLBE, and/or DBE status, if any, for the proposed team (i.e., the prime proposer and all subconsultants, subcontractors and/or vendors, of any tier). Per RFP Section I.3.A and Table 3, proof of DBE certification shall be submitted with the proposal. Proof of LBE, SLBE and VSLBE certification is not applicable and thus not required.

Q2. Can you provide more information on the authorized work to be performed by a Disadvantaged Business Enterprise (DBE)? What about non-DBEs performing specialized work under a DBE firm?

A2. Assuming “authorized work” refers to non-contingent (i.e., required scope) or non-optional scope (i.e. work that is not Optional Services nor On-Call Tasks) under RFP Appendix A (Required Scope of Work, Deliverables, and Staffing), the work under such required scope proposed to be performed by DBEs will count toward the DBE goal. Proposers may choose what work DBE firms shall perform under RFP Appendix A, as defined for “authorized work” above. Please also see the response to Q3 below.

Actual payment to subcontracted businesses (i.e., firms, vendors, etc. of any tier) that are certified DBEs performing a commercially useful function will be counted as DBE participation. When a DBE participates in a contract, only the value of the work actually performed by the DBE is counted. Specialized work is not a factor.

For more information, please see RFP Section I.3 (Federal Requirements) and the following from the California Department of Transportation (Caltrans) Local Assistance Procedures Manual (LAPM): Chapter 9 (Civil Rights and Disadvantaged Business Enterprises); Chapter 10 (Consultant Selection); Exhibit 10-I (Notice to Proposers DBE Information); Exhibit 10-O1 (Consultant Proposal DBE Commitment); Exhibit 10-O2 (Consultant Contract DBE Commitment); and Exhibit 15-H (Proposer/Contractor Good Faith Effort).

Per Exhibit 10-I, it is the proposer’s responsibility to be fully informed regarding the requirements of 49 CFR, Part 26.

Q3. Will written responses be circulated to the questions raised during the Pre-Proposal Conference call?

Please provide these responses and/or clarification on the following items discussed:

- a. Alameda CTC indicated the Optional Tasks are considered “on-call,” and may or may not be “authorized” during the course of this project; yet it was later stated that the “cost proposal” should include the project’s comprehensive scope/fee, including “Optional Tasks” beyond Tasks 1-5. Understanding the risk if optional services are not “authorized” during the course of the Project, can Alameda CTC clarify and confirm whether DBE Goals presented in this RFP should consider:
 - i. Tasks 1-5 only, or
 - ii. Task 1-5 + Optional Services
- b. Can consultant reach out to the City, solely to comply with Section II.2.G, “References”?

A3. Each of the substantive questions raised during the Pre-Proposal Meeting are addressed in this Q&A document. With respect to the specific issues raised in Q3:

- a. Per the RFP, the DBE goal for the resulting contract is 17.0%. For the RFP, the proposer must submit a proposal that either (1) meets the 17.0% DBE goal for Tasks 1 through 5 only, or (2) documents that the proposer made adequate good faith efforts to meet the goal for these Tasks.

For the resulting contract, projected participation toward the 17.0% DBE goal will be based on Tasks 1 through 5 and the actual payment made to certified DBEs (of any tier) performing a commercially useful function will be counted as DBE participation. Please see the response to Q2 above.

As stated in the RFP, proposer may identify optional/on-call tasks. Those tasks shall be estimated in Form B, but do not count towards DBE participation. Please see response to Q2 above, and Q6 below.

- b. None of the references shall be from Alameda CTC; otherwise, proposers may reach out to any entity to provide references. Please see the response to Q5 below.

Q4. Will the optional tasks listed be considered part of the 17% DBE goal?

A4. Please see the responses to Q2 and Q3 above.

Q5. Does the reference person have to be related to the example relevant projects? Significant work we have done that is relevant is along the corridor which was under Alameda CTC/ACTIA/ACCMA. We cannot use them as references, so as long as the reference is for similar type of projects (roadway, bridges etc.) will that be OK?

A5. None of the references shall be from Alameda CTC; otherwise, proposers may reach out to any entity to provide references. If you are asking one client to serve as a reference for multiple key personnel, the reference would need to complete multiple forms. References provided may be related to previous projects similar to this project, or elements of this project, on which the key team member had significant involvement within the past five (5) years. Please see RFP Section II.2.G (References).

Q6. Should we include cost for the optional tasks proposed?

A6. Yes.

Q7. Do we need to provide forms and certifications for companies who will be providing services categorized as ODC?

A7. Yes. Per RFP Section I.1.L (Subconsultants), for the purposes of this RFP, “subconsultants” also refers to all firms, other than the prime consultant, proposed for performing work or incurring costs on the resulting contract; this includes all subconsultants, subcontractors and/or vendors, of any tier. Forms and certifications should be provided in accordance with RFP Section II.2.H (Forms and Certifications).

Q8. Is the page count restriction considered double-sided or single-sided (i.e. 18 pages vs 36 pages)?

A8. Per RFP Section II.2.A (General Instructions), the proposal shall be submitted as electronic files. Submissions transmitted by facsimile or hard copies will not be accepted. As such, “double-sided pages” do not apply. Each electronic page must be on 8½” x 11” pages with at least 1” margins, except graphs, diagrams or organizational charts could be shown on 11” x 17” pages. Each 8½” x 11” page shall count as 1 page and each 11” x 17” page shall count as two pages. Please see RFP Addendum No. 1. Proposals shall not exceed 18 electronic pages, excluding sections or content as indicated in Table 2 (Page Limit Requirements).

Q9. Do 11” x 17” pages count as 2 pages?

A9. Yes, 11” x 17” pages will be counted as two pages. Please see the response to Q8 above and RFP Addendum No. 1.

Q10. For the Alameda CTC Contracts summary tab, please confirm whether this applies to subconsultants too? If so, does it apply to second-tier subconsultants (like traffic counts firms) who just provided vendor services and had no knowledge or decision-making power about the larger projects?

A10. Yes, this is required per RFP Table 3 (Required Forms and Certifications) and RFP Appendix E (Resources Form). However, note that RFP Appendix E states, “Provide a summary of all contracts that members of your team (including subconsultants) have held with Alameda CTC in the past three years.” If the second-tier subconsultant on your proposal for this RFP did not hold a contract with Alameda CTC in the past three years as the prime consultant, then there are no contracts for such second-tier subconsultant to list.

Q11. For the conflicts of interest tab, does Alameda CTC want a list of all projects/clients as described in the RFP or just the projects/clients that fall under those guidelines and may pose a possible conflict of interest or the appearance thereof? Is there a time period for the conflicts of interest?

A11. Proposers must provide, through the Conflicts of Interest tab in the Resources Form, a list of any potential conflicts of interest in working for Alameda CTC in accordance with RFP Section I.1.F (Conflict of Interest), RFP Table 3 (Required Forms and Certifications), and RFP Appendix E (Resources Form). If the proposer’s project and/or client does not apply under the RFP requirements, such items do not need to be listed.

Q12. For the conflicts of interest tab, do projects that fall within Alameda County apply to subconsultants as well?

A12. Yes, per RFP Table 3 (Required Forms and Certifications).

Q13. DIR Certification – Can Alameda CTC confirm what is needed as “Proof of registration” for DIR. Is a screenshot of the DIR Website acceptable?

A13. A screenshot of the Public Works Contractor registration from the California Department of Industrial Relations’ (DIR’s) Public Works Contractors online database with registration number, registration status, and valid registration expiration date shown is an acceptable means of confirming that a firm is currently registered with the DIR. Note that proposers must provide, through the Firm Participation Summary tab in the Resources Form, the “Public Works Contractor (PWC) Registration No. with DIR” in accordance with RFP Section I.1.N (Prevailing Wage and Department of Industrial Relations Registration Requirements), RFP Table 3 (Required Forms and Certifications), and RFP Appendix E (Resources Form).

Q14. We have an indirect cost rate (ICR) Certification by Caltrans that was approved 11/22/2019; the audit covered Fiscal Year date range 1/1/18 through 12/31/18, and is valid through June 30, 2020, at which time the 2019 FYE ICR/audit will be completed/certified for the next fiscal year date range (1/1/19 through 12/31/19). Please confirm this is acceptable and meets Alameda CTC’s understanding of the Consultant Annual Certification of Indirect Costs and Financial Management System requirements specified in the RFP.

A14. Note that Caltrans does not provide ICR certifications, it is the consultant that certifies that its ICR is in compliance with Federal cost principles, using Caltrans LAPM Exhibit 10-K (Consultant Annual Certification of Indirect Costs and Financial Management System).

Per Caltrans LAPM Exhibit 10-A (A&E Consultant Audit Request Letter and Checklist), Caltrans will issue an ICR Acceptance ID number upon review and acceptance of a consultant’s indirect cost rate(s) schedule for a specific fiscal year end (FYE), and this ID number can be referenced for use on future contracts using the same FYE.

Alameda CTC recommends contacting Caltrans’ Independent Office of Audits and Investigations at conformance.review@dot.ca.gov with questions regarding ICR acceptance. Note that per RFP Table 1 (RFP Schedule), the anticipated contract commencement is October 23, 2020 and the ICR proposed will be utilized for the resulting contract, subject to Caltrans acceptance.

Q15. I am a construction consultant that provides inspection services. I’m interesting in participating in this project. Is the successful bidder required to provide an onsite inspector for this work? Or, is the county considering hiring an independent consultant to augment this work?

A15. Alameda CTC is the implementing agency for this phase of work only. As stated in the RFP, the Project remains unfunded for construction, as such the RFP does not require the successful bidder to provide an onsite inspector, nor does it identify required services related to construction. The City of Dublin is still the Project Sponsor.

Q16. This project is not within Caltrans jurisdiction; however, the funding is. Will the technical reports require to be in Caltrans format and will they be subject to Caltrans review process? Specifically, is it required to have a separate foundation report for the bridge and separate geotechnical report for any walls and roadway? Can one report can combine the foundation report for bridges, walls and roadway, if it is not subject to Caltrans review and requirements?

A16. This Project is not on the State Highway System (SHS)/ Caltrans Right of Way, so proposers may be able to combine the Foundation Report for bridges and non-standard retaining walls and Geotechnical Material Report for roadway and standard retaining walls as long as that is consistent with the requirements outlined in the Caltrans Local Assistance Procedures Manual (LAPM).

As this Project is federally funded, proposers should be familiar and be able to describe as part of their Understanding and Expertise (see Table 4 of the RFP) the nuances in complying with the Caltrans LAPM for projects not on the SHS.

Q17. Will relocation of utilities to be done by owners be done as part of this contract or be postponed until construction funding is identified? Will new utility services be acquired for this contract or be postponed?

A17. Utility relocation work, done by others, would only begin once the construction funding and right of way are secured. No right of way has been acquired for this Project, nor is it anticipated during the duration of this procurement.

Utility services, to support features installed by this Project, will be postponed until construction funding has been secured.

Q18. Can you please repeat the assumptions for utility extensions: Undergrounding of existing overhead PG&E? Relocation of existing Sprint fiber optic? Any utilities extended east beyond Dublin City Limits?

A18. Proposers should assume Water Line, Reclaimed Water, Sewer will be designed by the consultant. Assume that the remaining utilities are constructed by others, but coordination to accommodate the utilities and incorporation of pertinent features that would be constructed by the Project will be incorporated into the plans. There will be an emergency intertie between DSRSD and Livermore Water Resources extending the water line from Livermore to the Dublin City limit.

Affected utility owners are described in the environmental document (as referenced in Appendix B).

Q19. Please confirm whether Task 4 (Right of Way Engineering and Support for Right of Way Acquisition) should complete acquisition services, including offer, negotiations, closing, and recordation.

A19. Task 4 does not include Right of Way Acquisition for services including presentation of offers, negotiations, closing or recordation. Additional Task 4 does not include the preparation and review of appraisals.

Q20. Will current aerial planimetric topographic/contour mapping be provided by Alameda CTC/Dublin? Should the scope of services include new aerial base mapping services?

A20. See the response to Q22 below.

The City requires a topographic survey to depict and/or reference existing features for the Project. Use of aerial images/orthophotos and contours is not acceptable as an existing base map.

Q21. Should we include within the scope an interconnect from the I-580/Fallon Road Interchange to the Dublin Blvd./Fallon Road intersection?

A21. No.

Q22. Will the City release existing aerial survey information?

A22. No. The City will not release the existing aerial survey information. The awarded consultant will have access to the contours supplied with the City's orthophotos.

This information is not needed to respond to the RFP.