



ALAMEDA COUNTY TRANSPORTATION COMMISSION

Project Management and Project Controls Services

Pre-Proposal Meeting

RFP No. 21-0001

August 13, 2020

Agenda

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

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.

Alameda CTC Overview

- 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 **Project Management and Project Controls** services.

TASKS:

1. Overall Project Management
2. Programming and Project Controls
3. Project Development and Management
4. On-Call Services and Other Direct Costs
5. Optional Tasks

RFP Schedule (RFP Table 1)

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

| ACTIVITY | DATE/TIME |
|--|--------------------------------------|
| RFP issued. | July 30, 2020 |
| Optional Pre-Proposal Meeting hosted virtually by Alameda CTC. | August 13 2020 3:00 p.m. |
| Deadline for proposers to submit questions. All questions must be directed by email to the Sole Point of Contact. | August 17, 2020 3:00 p.m. |
| Final Addendum issued, if necessary. | August 24, 2020 |
| Due Date for Proposal and References Forms. References Forms must be submitted by references directly to the Sole Point of Contact via email. | August 31, 2020 3:00 p.m. |
| Anticipated Proposal Review. | October 5, 2020 |
| Interviews, if necessary. | October 15, 2020 |
| Anticipated Final Evaluation and Determination of Top-Ranked Firm. | October 16, 2020 |
| Contract Award Request to the Alameda CTC Commission. | January 28, 2021 |
| Anticipated Contract Commencement. | February 12, 2021 |

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

- The DBE goal for this contract is **11.0%**.
- 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/civil-rights/dbe-search>.

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
- DIR Wage Determination: www.dir.ca.gov/oprl/DPreWageDetermination.htm

Proposal Requirements (RFP Table 3)

Proposers must provide completed Forms and Certifications (see RFP Table 3) for prime consultant and all subconsultants. **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 (Insurance)

- **The successful proposer shall provide the required Proof of Insurance within ten (10) calendar days of the execution of the resulting contract and prior to performing any work under such contract.**
- **If such exceptions are not requested via the Insurance Requirement Form (IRF) with the proposal, compliance will be assumed. The prime shall submit one IRF for any and all insurance exceptions requests.**
- **Proof of Insurance required to be submitted to Alameda CTC:**
 - **Prime: All Insurance**
 - **Sub: Professional Liability Insurance, if applicable**
- **Notice to Proceed will be issued after execution of agreement and verification of compliance.**

Proposal Requirements (Cost Forms)

- **COST PROPOSAL FORM B** completed in its entirety, for **all firms/subs/vendors performing work or incurring costs, regardless of tier:**
 1. **B1: Breakdown of Costs**
 2. **B2: Cost Summary**
 3. **B3: Contact Information by Firm**
 4. **B5: Contract Cost Basis**
 5. **B6: Budget by Firm**
 6. **B7: Rates by Firm**
 7. **B8: Unit Costs by Firm**

Note that B4: LBCE Program Participation Summary is not applicable to this RFP.

Proposal Requirements (10-K and ICR)

- **CALTRANS LAPM EXHIBIT 10-K (ICR CERTIFICATION):**
 1. The **most current Fiscal Year End (FYE) Indirect Cost Rate (ICR) at the time of submittal must be the one submitted.** I.e., the 2019 FYE ICR must be provided unless only the 2018 FYE ICR is available.
 2. Provide **the date range** on Exhibit 10-K in **MM/DD/YYYY – MM/DD/YYYY** format.

Proposal Requirements (References)

References Forms

- Proposer shall ensure that Alameda CTC receives a minimum of three (3) completed Reference Questionnaires from appropriate client references for each key team member on the proposal, 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. **None of the references shall be from Alameda CTC.**
 - **Proposers** shall include, as an appendix to the proposal, reference project information
 - **References** shall 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 (Submittal)

- **Technical Proposal (without** cost elements): Technical proposal electronic files in searchable PDF format, except the Resources Form which shall be provided in Excel **and** PDF formats.
- **Cost Proposal (saved in a separate digital folder and labeled** “Cost Proposal”): Cost proposal electronic files in **both** Excel and PDF formats.

Electronic files shall be sent via email attachment or file sharing service. Files should be clearly named. Proposers should allow sufficient delivery time to ensure timely receipt by Alameda CTC. Late submittals will not be accepted. Submissions transmitted by facsimile or hard copies will not be accepted.

Evaluation Criteria

| Proposal Criteria | Maximum Points |
|---|----------------|
| Understanding the Required Scope of Work. | 30 |
| Expertise. | 30 |
| Management Plan. | 20 |
| Staffing Plan and Availability. | 20 |
| Total: | 100 |

| Interview Criteria | Maximum Points |
|---|----------------|
| Understanding the Required Scope of Work. | 20 |
| Expertise. | 30 |
| Management Plan. | 20 |
| Staffing Plan and Availability. | 10 |
| Effectiveness of Interview | 20 |
| Total: | 100 |

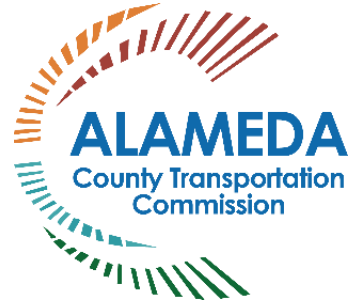
Award

The Selection Review Panel will recommend award to the proposer with the highest average ranking based on the Selection Review Panel's evaluation using the Proposer Interview Criteria and will not include the initial evaluation or ranking of the technical proposals. If the Selection Review Panel determines that interviews are not necessary, proposers will be ranked based on the technical proposals.

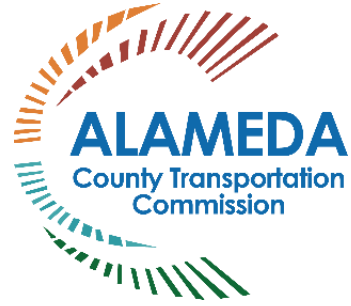
Sole Point of Contact:

Alastair Powell (apowell@alamedactc.org)

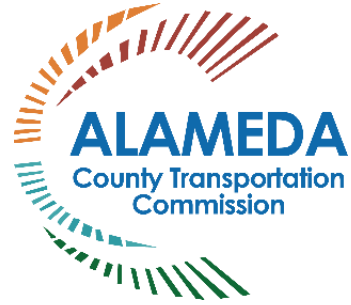
All communications should be directed to the Sole Point of Contact. **Do not contact other agency staff, project team members, or panel members throughout this procurement process.**



Questions Submittal



Q&A



Thank You

For more information, visit

www.AlamedaCTC.org