



ALAMEDA COUNTY TRANSPORTATION COMMISSION

Contract Compliance and Equity Support Services



Pre-Proposal Meeting

RFP No. 21-0003

Monday, December 7, 2020

Agenda

1. Introduction
2. Alameda CTC Overview
3. Scope of Work
4. RFP Schedule
5. Local Business Contract Equity Program
6. Proposal Requirements
7. Evaluation/Criteria
8. Award
9. Sole Point of Contact
10. 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.



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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



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Scope of Work by Task

The Alameda CTC intends to retain a professional services consultant or consultant team to provide contract compliance and equity support services.

TASKS:

1. PROJECT MANAGEMENT
2. CONTRACT AND PROGRAM COMPLIANCE
3. ADMINISTRATIVE AND PROGRAM SUPPORT SERVICES
- O1. ON-CALL SERVICES



Scope of Work by Task (continued)

1. PROJECT MANAGEMENT

- A. Ensure satisfactory performance of team members and timely completion of quality deliverables
 - Correct performance issues and/or provide a suitable replacement
- B. Develop a work plan for each year with implementation schedule for deliverables.
- C. Prepare for and participate in bi-monthly check-in meetings with the Alameda CTC PM to:
 - Ensure consultant is meeting Alameda CTC's expectations
 - Schedule tasks, plan upcoming activities, prioritize deliverables, and coordinate with other staff or consultants
- D. Meetings: Prepare, attend, and present at public meetings if requested by Alameda CTC; record notes



Scope of Work by Task (continued)

2. CONTRACT AND PROGRAM COMPLIANCE

- A. Track, monitor, review, and analyze contracts against requirements, including prevailing wage for labor compliance, LBCE, and DBE; resolve issues as needed.
- B. Review and evaluate proposals, bids, and procurement documents to determine program applicability and ensure compliance.
- C. Participate in pre-bid/pre-proposal meetings to provide information to potential bidders/proposers about the LBCE Program and DBE Program.
- D. Coordinate and collect contract data, conduct independent review to verify and reconcile such data to reporting findings, if any, for annual utilization reports.
- E. Review LBCE Program Waiver of Goals or substitution requests from sponsor agencies and make recommendations to Alameda CTC.



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Scope of Work by Task (continued)

3. ADMINISTRATIVE AND PROGRAM SUPPORT SERVICES

- A. Process LBCE Program certification applications, conduct site visits if necessary
- B. Maintain database of LBCE Program certification applications and certified firms
- C. Provide guidance to firms on the certification application process
- D. File and maintain LBCE Program related hard copy and electronic records
- E. Outreach: implement outreach plan; prepare, distribute, and present materials (development of the outreach plan should be part of the workplan in Task 1)



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Scope of Work by Task (continued)

01. ON-CALL SERVICES

Provide contract compliance and equity support services beyond the required scope of services.



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Scope of Work: Background

- **LBCE Program goals:**

- Encourage businesses to locate and remain in the County
- Provide employment opportunities for county residents
- Generate activity in the local economy

- **Program applies to contracts:**

1. Funded either:
 - a. Solely by 2010 Measure F Vehicle Registration Fee (VRF), Measure B and/or Measure BB sales tax funds, or
 - b. In part by VRF, Measure B, and/or Measure BB funds in combination with other local funds.
2. Either:
 - a. Administered by Alameda CTC, or
 - b. Related to, or in support of, a Sponsor Agency-administered capital project.



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Scope of Work: Background

- In the last five years, approximately 50 procurements issued
- For Fiscal Year (FY) 2019-20:
 - LBCE Program: ~40 professional services contracts; various sponsor agency agreements
 - DBE Program: ~10 professional services contracts and 1 construction contract
- Approximately 300 Alameda CTC-certified firms under the LBCE Program



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Scope of Work: Team

The successful proposer team:

- May be required to collocate to the Alameda CTC offices (except the Consultant PM), as documents and files are maintained on-site; working from a remote location may be permitted.
- Shall be organized and staffed appropriately to perform the required scope effectively, efficiently, and independently to provide quality and timely work products.
- Must demonstrate direct and comprehensive experience and expertise in contract compliance and contract equity related to public contracting processes. **[See next slide]**



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Scope of Work: Team (continued)

Experience and expertise in areas of policies, procedures, processes, practices, and requirements; e.g.:

1. Public contract compliance for professional services and construction contracts related to the delivery of capital projects and transportation planning
2. Public contract equity programs (e.g., those adopted by the Port of Oakland, the City of Oakland, County of Alameda, Caltrans, and other agencies) and ability to develop technical understanding of our LBCE Program: certification, outreach, utilization reports, etc.
3. Code of Federal Regulations (CFR) for DBE
4. Caltrans Local Assistance Procedures Manual (LAPM) for procurement, contracting, and DBE
5. Labor Code Sections for labor compliance and prevailing wage



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.	Tuesday, November 24, 2020
Optional Pre-Proposal Meeting held online. By 5:00 p.m. the day before the meeting, please register using the RFP Registration Form and join using the Pre-Proposal Meeting Link, both identified in the cover letter of this RFP.	Monday, December 7, 2020 3:00 p.m.
Deadline for proposers to submit questions. All questions must be directed by email to the Sole Point of Contact.	Friday, December 11, 2020 3:00 p.m.
Final Addendum issued, if necessary. Proposers may sign up for RFP email notifications using the RFP Registration Form identified in the cover letter of this RFP.	Tuesday, January 5, 2021
Due Date for Proposals and Reference Questionnaires. References shall submit the web-based Reference Questionnaire (identified in the cover letter of this RFP) by or before this deadline.	Tuesday, January 12, 2021 3:00 p.m.
Anticipated Proposal Review. Selection Review Panel evaluates proposals and develops short list of firms to interview, if necessary.	Tuesday, February 16, 2021
Interviews, if necessary.	Week of March 1, 2021
Anticipated Final Evaluation and Determination of Top-Ranked Firm.	Monday, March 8, 2021
Anticipated Contract Commencement.	Thursday, July 1, 2021



Local Business Contract Equity Program

This contract will be funded in whole or in part by Vehicle Registration Fee, Measure B, and/or Measure BB funds, or such funds in combination with other local funds. As such, Alameda CTC's Local Business Contract Equity Program will apply. **The Program's goals for professional services are 70.0% for LBE and 30.0% for SLBE.** Further detail regarding this Program can be found on the Alameda CTC website at www.alamedactc.org/contract-equity.

For more information or to get certified, contact the Sole Point of Contact:

Alastair Powell

apowell@alamedactc.org



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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
 - Prime
 - Sub 1
 - Sub 2



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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.



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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. **B4: LBCE Program Participation Summary**
 5. **B5: Contract Cost Basis**
 6. **B6: Budget by Firm**
 7. **B7: Rates by Firm**
 8. **B8: Unit Costs by Firm**
- B1 is for cost estimates/projection; B7 and B8 will reflect actual costs and is what the contract rates are based upon. Indirect Cost Rates (ICRs) are capped at the rates proposed in Form B. The ICR for the most recent Fiscal Period (one-year accounting period) must be submitted.
- Firms handling Personally Identifiable Information or conducting Prevailing Wage (or overseeing a firm conducting PW) should be denoted accordingly in B6. Staff performing PW should be denoted accordingly in B7.



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Proposal Requirements (10-K and ICR)

- **CALTRANS LAPM EXHIBIT 10-K (ICR CERTIFICATION):**
 1. The Indirect Cost Rate (ICR) for the **most recent Fiscal Period (one-year accounting period)** must be submitted.
 2. Provide **the date range** on Exhibit 10-K in **MM/DD/YYYY – MM/DD/YYYY format**.
 3. The ICR proposed in Cost Proposal Form B is the rate cap used in the final contract.



Proposal Requirements (References)

References Forms

A minimum of three (3) completed Reference Questionnaires for each key team member; **none of the references shall be from Alameda CTC.**

➤ Proposers

- Communicate to references the instructions and requirements for this process as outlined in the RFP.
- Provide reference project information (i.e., project details) in proposal.

➤ References

- Complete and submit the web-based **Reference Questionnaire** by or before the proposal due date.



Proposal Requirements (Submittal)

- **Technical Proposal (without cost elements):**
 - Searchable PDF format
 - Resources Form in Excel **and** PDF formats.
- **Cost Proposal (in a separate digital folder labeled “Cost Proposal Attachment”):**
 - Excel **and** PDF formats.
- Deliver via email attachment or file sharing service.
- Files should be clearly named.
- Allow sufficient delivery time to ensure timely receipt by Alameda CTC; submittals that are late, sent by fax, **or** in hard copy will not be accepted.



Evaluation Criteria

Proposal Criteria	Maximum Points
Understanding the Required Scope of Work.	20
Expertise.	20
Management Plan.	20
Staffing Plan and Availability.	20
Overall Cost of Services.	10
Ability to Meet or Exceed Applicable LBE and SLBE Goals (5 for each goal)	10
Total:	100

Interview Criteria	Maximum Points
Understanding the Required Scope of Work.	20
Expertise.	15
Management Plan.	20
Staffing Plan and Availability.	20
Overall Cost of Services.	5
Ability to Meet or Exceed Applicable LBE and SLBE Goals (5 for each goal)	10
Effectiveness of Interview	10
Total:	100



Award

- Proposer with the highest average ranking based on the Selection Review Panel's evaluation using the Proposer Interview Criteria; will not include the initial evaluation or ranking of the technical proposals
- If interviews are held, 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.**





Q&A

Submit questions in chat

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



Thank You

For more information, visit
www.AlamedaCTC.org

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