



## **QUESTIONS AND ANSWERS ALAMEDA CTC RFP NO. R21-0003**

The following answers are in response to questions submitted by prospective proposers for Alameda County Transportation Commission (Alameda CTC) Request for Proposals (RFP) No. R21-0003 for Contract Compliance and Equity Support Services. This document provides the written responses to all questions that were received by Alameda CTC on or before December 11, 2020. Questions may have been edited for grammar and clarity.

**Q1. Is the Project Manager (PM) or Project Management included in the 2 full-time equivalents (FTEs) or the 3<sup>rd</sup> on-call FTE? Or is that an additional resource?**

**A1.** No, the anticipated FTEs identified in RFP Appendix A (Required Scope of Work, Deliverables, and Staffing) does not include the consultant PM. Alameda CTC does not anticipate the consultant PM role to be full-time.

**Q2. In providing contract compliance and equity support services, to what extent is the proposer expected ensure the business enterprise participation was accurately captured? E.g., will the proposer review participation was captured as stated in the contract, as shown in invoices, as confirmed by direct contact with the business enterprise firm, or as demonstrated by documentation of payments were made and/or funds deposited?**

**A2.** The level of work for tracking, monitoring, reviewing, and analyzing contracts will vary, including but not limited to the complexity of compliance issues to be resolved and applicability of requirements under specific programs. In addition, some of the work under the resulting contract will vary based on Alameda CTC needs and as such, the selected consultant may provide as-needed technical support in this area. However, Alameda CTC has accounted for the level of effort for this work under Task 2: Contract and Program Compliance and anticipates a need for up to three FTEs, with the third FTE potentially on an on-call basis for Task O1: On-Call Services.

**Q3. What percentage of the data to validate the business enterprise equity participation would you say exists in the Alameda CTC Project Controls System (PCS) database today, and what percentage of the data needs to be extracted and reported on? If the data is not in PCS, where can we expect to find the data? E.g., original contracts for construction or professional services; accounting invoices labeled with business enterprise payments; or other?**

**A3.** Alameda CTC has not yet collected the data for the future utilization report, which is prepared annually. Some of the work will vary based on Alameda CTC needs and as such, the selected consultant may provide as-needed technical support. However, Alameda CTC has accounted for the level of effort for this work under Task 2: Contract and Program Compliance and anticipates a need for up to three FTEs, with the third FTE potentially on an on-call basis for Task O1: On-Call Services.

**Q4. What tasks related to labor compliance and prevailing wage will the consultant be tasked with?**

- A4.** Per Task 2: Contract and Program Compliance under RFP Appendix A (Required Scope of Work, Deliverables, and Staffing), the selected consultant shall track, monitor, review, and analyze contracts, in accordance with agency, local, state, and federal requirements, including labor compliance such as prevailing wage requirements. This may include, but is not limited to, confirming valid contractor registration by firms performing or overseeing prevailing wage work, reviewing effective dates and rates for prevailing wage determinations, or advising on applicability and requirements of the Labor Code for specific contracts. Some of the work will vary based on Alameda CTC needs and as such, the selected consultant may provide as-needed technical support.

Since the proposer team’s working knowledge of Labor Code Sections 1720-1861 is part of this scope, per RFP Appendix A (Required Scope of Work, Deliverables, and Staffing), the following reference materials are identified in RFP Appendix B (Reference Materials):

- Frequently Asked Questions on Public Works  
<https://www.dir.ca.gov/Public-Works/PublicWorksSB854FAQ.html>
- Frequently Asked Questions – Prevailing Wage  
[https://www.dir.ca.gov/OPRL/FAQ\\_PrevailingWage.html](https://www.dir.ca.gov/OPRL/FAQ_PrevailingWage.html)
- Director's General Prevailing Wage Determinations  
[www.dir.ca.gov/oprl/DPreWageDetermination.htm](http://www.dir.ca.gov/oprl/DPreWageDetermination.htm)
- Labor Code Sections 1720-1861  
[https://leginfo.legislature.ca.gov/faces/codes\\_displayexpandedbranch.xhtml?lawCode=LAB&division=2.&title=&part=7.&chapter=1.&article=1.&goUp=Y](https://leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml?lawCode=LAB&division=2.&title=&part=7.&chapter=1.&article=1.&goUp=Y)

**Q5. Will the consultant be responsible for reviewing certified payroll documents?**

- A5.** The selected consultant may review certified payroll documents as part of the scope of services under this RFP.

**Q6. Please confirm the number of FTE staff the consultant will need to provide?**

- A6.** Per RFP Appendix A (Required Scope of Work, Deliverables, and Staffing), Alameda CTC anticipates a need for up to three FTEs, with the third FTE potentially on an on-call basis.

**Q7. Will full-time staff be dedicated to specific tasks (i.e. Task 2 Contract and Program Compliance, and/or Task 3 Administrative and Program Support Services), or is this to be determined by the proposer?**

- A7.** Per RFP Appendix A (Required Scope of Work, Deliverables, and Staffing), Alameda CTC anticipates a need for up to three FTEs, with the third FTE potentially on an on-call basis. The FTEs are considered key team members, and per RFP Section II.2.E.4 (Staffing Plan and Availability), the proposer shall, in its proposal, designate the key team members for its proposed team.

**Q8. Please verify the allowed escalation and profit percentages for this RFP.**

- A8.** Per RFP Section II.2.E.5 (Cost Proposal), “escalation rates may not exceed 3% and the profit rates may not exceed 8%.”

**Q9. When proposals are submitted electronically, will confirmation of receipt be provided?**

- A9.** Yes, the Sole Point of Contact will respond to acknowledge receipt of the proposal.

**Q10. Caltrans Local Assistance Procedures Manual (LAPM) Exhibit 10-K has a section called “All A&E Contract Information”; does the proposer need to complete this section?**

**A10.** Please provide all information on the form as available. If there is any reason that specific items are incomplete or not provided, please include a justification for each item explaining why it is incomplete or not provided.

**Q11. Are the following forms required to be submitted as part of the proposal: Exhibits 10-A, 10-H1, 10-H2, and 10-H3?**

**A11.** Per RFP Table 3: Required Forms and Certifications, and RFP Appendix C (Required Forms Incorporated by Reference), these forms are not identified for submittal with the proposal. These forms are, however, identified in RFP Appendix B (Reference Materials) since these forms are part of the Caltrans LAPM and the proposer team’s working knowledge of Caltrans LAPM is part of this scope, per RFP Appendix A (Required Scope of Work, Deliverables, and Staffing).

**Q12. What Caltrans LAPM Exhibit 10-K form is required; please explain the cognizant audit process; can the proposer submit Internal Revenue Service (IRS) tax forms to explain our cost?**

**A12.** Per RFP Table 3: Required Forms and Certifications, and RFP Appendix C (Required Forms Incorporated by Reference), a Caltrans LAPM Exhibit 10-K is required unless the firm is eligible for, and requesting, a Safe Harbor Rate (SHR), in which case a Safe Harbor Rate Application should be submitted with the proposal. Please provide all information on all required forms as available. If there is any reason that specific items are incomplete or not provided, please include a justification for each item explaining why it was incomplete or not provided. Neither a cognizant audit nor any IRS tax forms are identified as required for proposals responding to this RFP.

**Q13. How do proposers ensure that their references have filled out and submitted the web-based Reference Questionnaire?**

**A13.** The individual providing a reference will receive an automated response upon completing the Reference Questionnaire confirming that the form was submitted. Per RFP Section II.2.G (References), “The proposer is responsible for communicating to the referenced party the instructions and requirements for this process as outlined in this RFP;” as such, the proposer may check with their references to confirm the reference submittal.

**Q14. Can multiple references be provided on a single web-based Reference Questionnaire?**

**A14.** No, per the instructions on the Reference Questionnaire, the reference shall complete one questionnaire per individual key team member; e.g., if a reference received a request to serve as reference for five (5) individuals on a proposer team, the reference would need to complete five (5) reference questionnaires, even if such individuals all worked at the same firm, on the same project.

**Q15. Does the proposer or the reference complete the web-based Reference Questionnaire?**

**A15.** The proposer’s client providing the reference shall complete the Reference Questionnaire.

**Q16. If a prime proposer is a certified Local Business Enterprise (LBE) or certified Small Local Business Enterprise (SLBE), is the prime required to subcontract to meet the Alameda CTC**

**Local Business Contract Equity (LBCE) Program's 70.0% LBE and 30.0% SLBE goals? Or will the prime be eligible to meet the goals itself?**

- A16.** Subcontracting is not a requirement to meet the LBCE Program goals. The prime is eligible to meet the goals itself; if a prime is a certified LBE and/or SLBE, then the prime's participation will count toward such goals as applicable.