

ALAMEDA COUNTY TRANSPORTATION COMMISSION

State Route 262 (Mission Boulevard) Cross Connector Project Phase 1

Pre-Proposal Meeting

RFP No. 21-0004

March 17, 2021

Agenda

1. Introduction
2. Alameda CTC Overview
3. Scope of Work
4. RFP Schedule
5. Prevailing Wage Requirements
6. Proposal Requirements
7. Evaluation/Criteria
8. Award
9. Sole Point of Contact
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

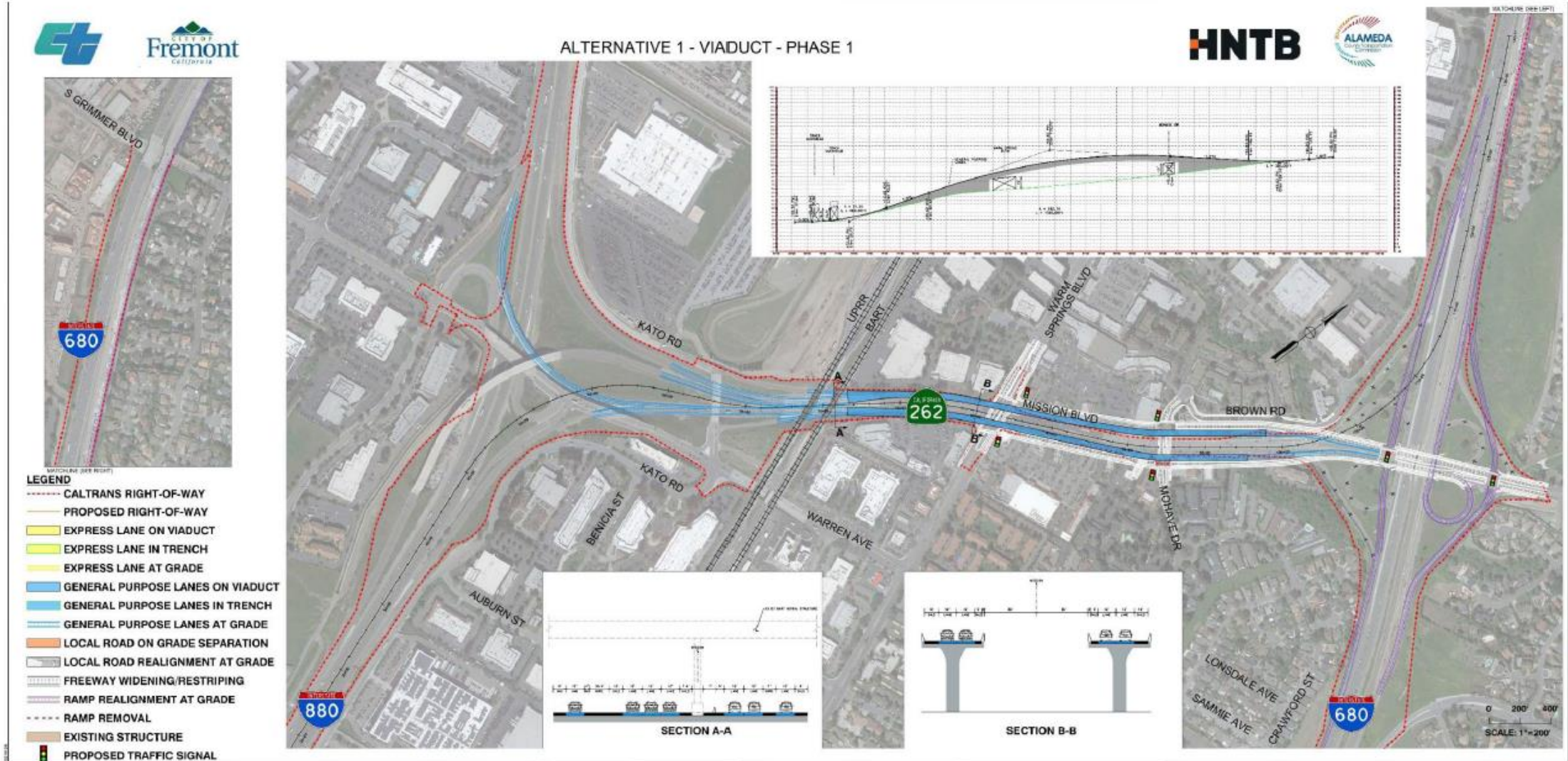
Scope of Work by Task

The Alameda CTC intends to retain a professional services consultant or consultant team to provide **Project Approval and Environmental Document Phase** services.

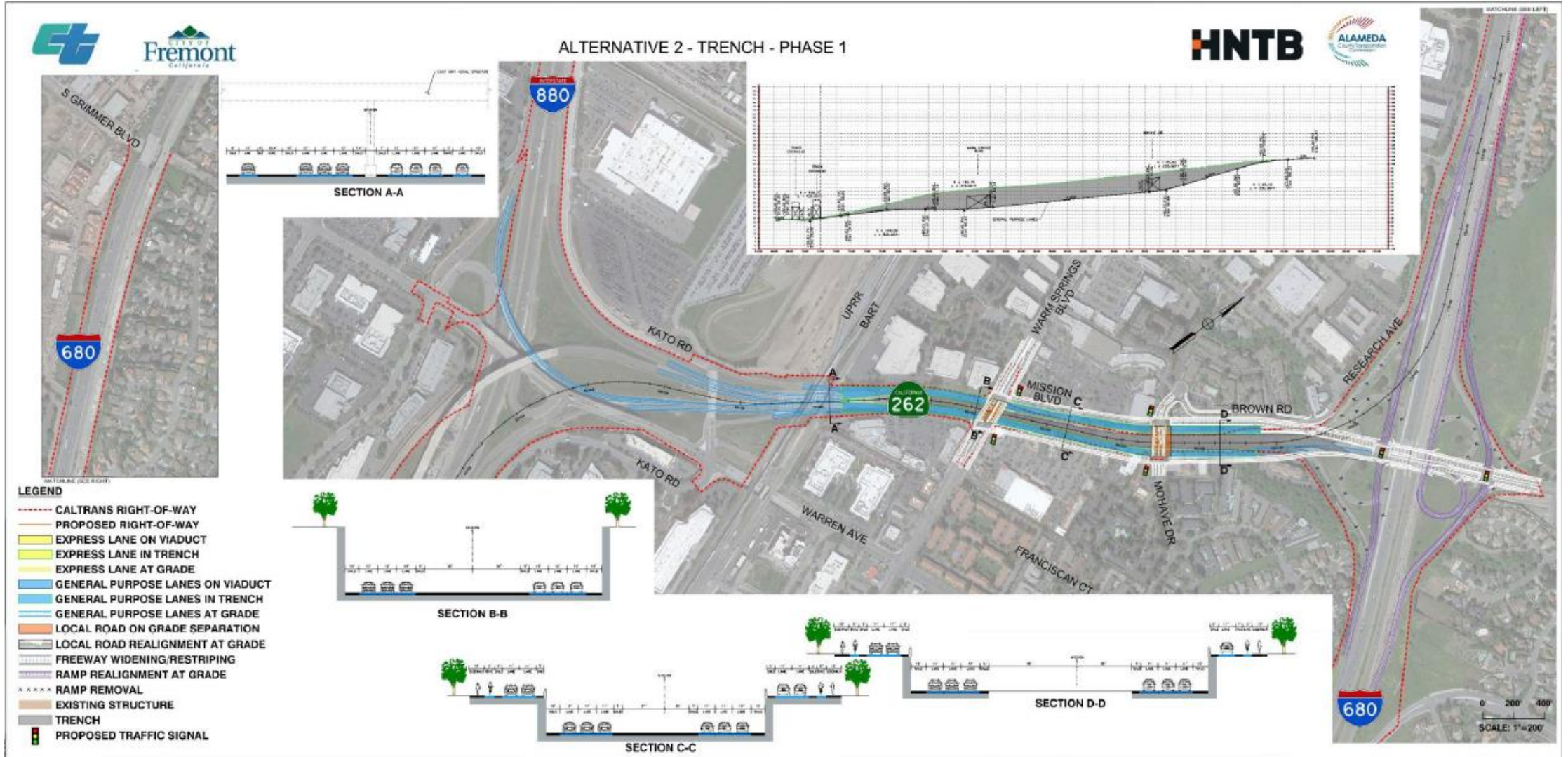
Key Services:

1. Project Management
2. Public Outreach
3. Project Report Development and Approval
4. Environmental Document Development and Approval

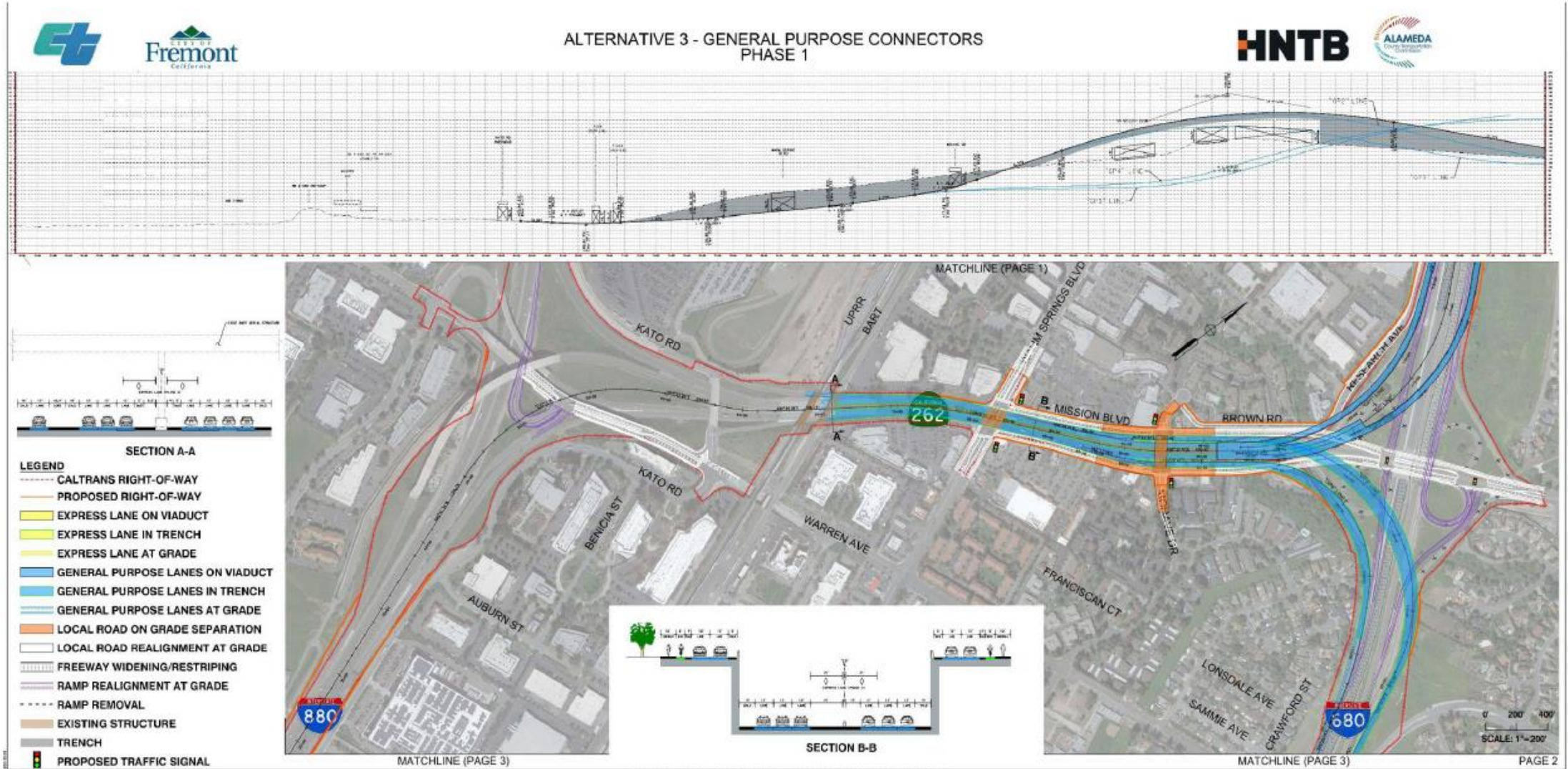
Scope of Work by Task (continued)



Scope of Work by Task (continued)



Scope of Work by Task (continued)



Scope of Work by Task (continued)

1. Project Management
2. Public Outreach and Alternative Development
3. Traffic Studies
4. Draft Project Report Development
5. Draft Environmental Document Development
6. Project Acceptance
7. Environmental Phase Closeout

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.	March 3, 2021
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.	March 17, 2021 3:00 p.m.
Deadline for proposers to submit questions. All questions must be directed by email to the Sole Point of Contact.	March 23, 2021 1:00 p.m.
Final Addendum issued, if necessary. Proposers may sign up for the RFP email notifications using the RFP Registration Form identified in the cover letter of the RFP.	April 1, 2021
Due Date for Proposal and References Forms. References shall submit the web-based Reference Questionnaire (identified in the cover letter of the RFP) by or before this deadline.	April 22, 2021 3:00 p.m.
Anticipated Proposal Review.	June 3, 2021
Interviews, if necessary.	Week of June 14, 2021
Anticipated Final Evaluation and Determination of Top-Ranked Firm.	Week of June 14, 2021
Contract Award Request to the Alameda CTC Commission	September 23, 2021
Anticipated Contract Commencement.	October 1, 2021

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
 - 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**
- 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.

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”):**
 - Form 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.	30
Expertise.	30
Management Plan.	20
Staffing Plan and Availability.	20
Total:	100

Interview Criteria	Maximum Points
Understanding the Required Scope of Work.	25
Expertise.	25
Management Plan.	10
Staffing Plan and Availability.	15
Effectiveness of Interview	25
Total:	100

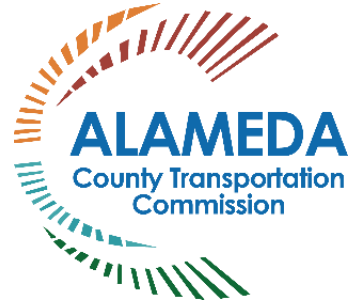
Award

- 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 not held, proposers will be ranked based on the technical proposals

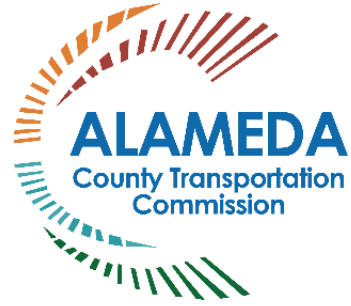
Sole Point of Contact:

Alastair Powell (apowell@alamedactc.org)

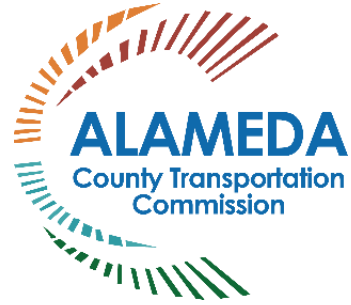
All communications should be directed to the Sole Point of Contact. **Do not contact other agency staff, project team members, or panel members throughout this procurement process.**



Questions Submittal



Q&A



Thank You

For more information, visit

www.AlamedaCTC.org