



QUESTIONS AND ANSWERS ALAMEDA CTC RFP NO. R21-0006

The following answers are in response to questions submitted by prospective proposers for professional services for the I-580 Sustainable Corridor Strategy, Alameda County Transportation Commission (Alameda CTC) Request for Proposals (RFP) No. R21-0006. This document provides the written responses to all questions that were received by Alameda CTC on or before July 21, 2021. Questions may have been edited for grammar and clarity.

Q1. Has an architect or engineer been selected? Are there any additional scope details, value, and bidding constructions timeline information?

A1. This procurement is for the planning phase for the project. Neither the selection of an architect or engineer nor information for the construction phase are applicable to this contract. The applicable scope of work is detailed in RFP Appendix A (Required Scope of Work, Deliverables, and Staffing). There are no additional scope details, value, or bidding construction timeline information.

Q2. If a firm cannot meet the Caltrans requirement for audit to set the overhead rate, are they allowed to participate in the bid?

A2. There is no Caltrans requirement for audit specified in this RFP. However, per RFP Section I.1.E (Pre-Award/Post-Award Audit), Alameda CTC reserves the right to perform pre-award and/or post-award audits. Regarding the overhead rate, per RFP Section II.2 (Proposal Content and Format), all firms must provide Certification of Financial Management System and Contract Costs (Caltrans LAPM Exhibit 10-K) or if applicable, firms that are eligible may utilize a Safe Harbor Rate in lieu of an Exhibit 10-K. Exhibit 10-K is a statement of certification, including that the firm has reviewed the Indirect Cost Rate Schedule to determine that any costs which are expressly unallowable under Federal cost principles have been removed, and costs shall comply with Title 23 U.S.C. Section 112(b)(2), 48 CFR Part 31, 23 CFR Part 172, and all applicable state and federal rules and regulations.

Q3. Regarding the Reference Questionnaire: Proposers cannot control the workload or priorities of those people we ask to provide references on our behalf. What happens if one or more of our references do not submit the forms by the deadline? Is this disqualifying? This new requirement is a concern, because a hard deadline (or too many requests) could discourage former clients from being willing to act as a reference for us.

A3. We generally have not encountered issues with references submitting the questionnaire to us. We do, however, recognize that Reference Questionnaires are submitted at the discretion of the reference, and that references may be presented with challenges such as time constraints or availability. In part for this reason, Section II.3 (Proposal Evaluation/Criteria) states that a proposal that fails to include one or more items requested in Section II.2 (Proposal Content and Format) may be considered complete and generally responsive, if evaluation in every criteria is possible. Accordingly, omission of one or more Reference Questionnaires will not render a proposal non-responsive. Reference Questionnaires, if submitted by the RFP deadline, are considered during the Selection Review Panel's evaluation as part of Criteria 4 (Staffing Plan and Availability) under Section II.3 (Proposal Evaluation/Criteria).

Q4. Is there a way a proposer can track if a Reference Questionnaire was submitted, or is our only way of tracking when the reference confirms with us that they submitted it?

A4. Alameda CTC is unable to provide any way for proposers to track whether a Reference Questionnaire has been submitted. This information is only available from the individual references.

Q5. What happens if one or more references are unable to submit their Reference Questionnaire before the proposal due date? Would this render a proposal non-responsive? If so, will Alameda CTC provide any kind of confirmation that Reference Questionnaires have been received and completed, so proposers can be assured they meet this Reference Questionnaire requirement, prior to the proposal due date?

A5. See Q3/A3, and Q4/A4 above. Alameda CTC does not provide any confirmation that reference forms have been received and completed.

Q6. Please provide a definition of the term "vendors" as used in this RFP (e.g., "subconsultants, subcontractors and/or vendors, of any tier"), including any citation of California or Federal law and/or Caltrans policies and procedures that may be applicable, in order to support proposers' determination of who should be included in this category.

A6. The word "vendor" as used in the RFP does not have any specific meaning beyond the common dictionary definition, and thus signifies any person or company from whom any product or service will be acquired in order to perform the required scope of services. Note, however, that Section I.1.K (Subconsultants) defines "Subconsultants" as referencing 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. The applicable requirements for Subconsultants (or "Subs") are clearly specified throughout the RFP, including but not limited to RFP Table 3 (Required Forms and Certifications), Appendix D (Resources Form), and Appendix E (Insurance Requirement Form).