



## QUESTIONS AND ANSWERS ALAMEDA CTC RFP NO. R22-0001

The following answers are in response to questions submitted by prospective proposers for Professional Services to Complete PS&E, Permits, ROW Acquisitions, and Utility Relocation Services, Alameda County Transportation Commission (Alameda CTC) Request for Proposals (RFP) No. R22-0001. This document provides the written responses to all questions that were received by Alameda CTC on or before August 3, 2021. Questions may have been edited for grammar and clarity.

**Q1. The subject RFP states that compliance with Caltrans, FHWA, and local standards and requirements is required. The level of utility investigation is not specified in the RFP. Is it the intent of the Alameda CTC that Subsurface Utility Engineering, compliant with ASCE/CI Standard 38-02, be implemented for the utility investigation and mapping approach of the impacted areas, as recommended by the FHWA (2018 National Utility Review: Utility Coordination Process), and more locally, the June 2021 San Francisco Civil Grand Jury report on Van Ness Corridor Transit Improvement Project?**

**A1.** The San Francisco Grand Jury report does not apply since that was in reference to activities in the City and County of San Francisco. Utility investigations, verification, confirmation, relocation design etc. are the responsibility of the consultant and shall comply with Caltrans and FHWA requirements as well as requirements of applicable utility owners.

**Q2. Is the Preliminary Geotechnical Report available for review?**

**A2.** Yes, it has been added to Appendix B (Reference Materials) via RFP Addendum No. 1.

**Q3. Section 3.D of the RFP indicates: "The principal-in-charge, project manager and key team members should plan to attend the interview." However, for recent interviews Proposers were limited to five attendees. Is it a requirement to include the principal-in-charge for this pursuit if interviews are held?**

**A3.** The principal-in-charge should plan to attend the interview, if held. However, it is not a requirement.

**Q4. If interviews are required, will they be held in person or via Zoom?**

**A4.** All interviews, if held, will be conducted via Zoom.

**Q5. Are subconsultants required to fill out the reference questionnaires?**

**A5.** All key personnel, regardless of whether they are on a prime team or a subconsultant team, shall ensure that Alameda CTC receive 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, per Section II.2.G (References) of the RFP.

**Q6. Do we need resumes for key personnel only or all staff proposed?**

**A6.** Per RFP Section II.E.4. (Staffing Plan and Availability), resumes may be included in the proposal appendices. I.e., resumes are optional for key personnel or all staff proposed. Resumes may be provided in an appendix to the proposal but may not exceed 2 pages each.

**Q7.** Are resumes only allowed for “key personnel” or may we submit resumes for other non-key staff?

**A7.** See Q6A6. above.

**Q8.** Can we list classifications and rate ranges on the 10-H1 instead of named individuals? Hourly rates will be the average rate for the classification range.

**A8.** Yes, you may use classifications on Exhibit 10-H1.