



**ADDENDUM NO. 2  
ALAMEDA CTC RFP NO. R22-0002  
AUDIO-VISUAL TECHNOLOGY UPGRADES AND SYSTEM INTEGRATION  
PROFESSIONAL SERVICES**

August 26, 2021

Request for Proposals (RFP) No. R22-0002 is modified as set forth in this Addendum No. 2. The original RFP remains in full force and effect, except as modified by this Addendum, which is hereby made part thereof and subject to all applicable requirements hereunder as if originally shown and/or specified. Proposers shall take this Addendum into consideration when preparing and submitting proposals.

The RFP is hereby revised per the following:

1. **RFP Section II.2.E.5 (Cost Proposal) shall be deleted in its entirety and replaced by the following:**

5. **Cost Proposal.** Proposer shall submit a cost proposal in XLS/XLSX and PDF formats using the form available for download on the Alameda CTC Contracting Opportunities website under RFP No. R22-0002 RFP Documents, containing the following in a separate digital folder clearly labeled "Cost Proposal":

a. The overall price and budget in the Project Cost Summary, showing the level of effort and cost breakdown by tasks identified in the scope.

- The budget should include an estimate of hours for each task and subtask, for all team members, along with their billing rates hardware cost, software cost, labor cost, other additional cost, maintenance services cost, and vendor cost.

- Billing rates Labor cost must be denoted as a fully loaded maximum hourly rate by personnel name / classification or title, broken down into direct salary, fringe, overhead, annual escalation, and profit rates, if any. Note that for this contract, the escalation rates may not exceed 3% and the profit rates may not exceed 8-10%. To justify and support a profit rate exceeding 8%, consideration will be given based on the complexity of the work to be performed, the risk borne by the consultant, the amount of subcontracting, and industry profit rates in the surrounding geographical area for similar work.

- Unit-Other additional costs and non-labor expenses (direct expenses) must be itemized and broken down to show quantity and unit price total cost per item.

b. Provide cost breakdown by subconsultants, if any, and goal attainability, based on current certification at time of proposal submission.

- ~~• The LBCE worksheet of the cost proposal must be accurate and consistent with the Breakdown of Costs and Expense Detail worksheets and will be the basis for determining the percentage of participation toward each goal, excluding costs for any optional task(s) and/or phase(s).~~
- ~~• Only the value of the work actually performed by LBE, SLBE and/or VSLBE firms will be counted towards the applicable goals. **Alameda CTC will count expenditures to LBE, SLBE and/or VSLBE firms that perform a Commercially Useful Function per the proposal.** This includes the cost of equipment, supplies, and materials.~~

2. RFP Table 3 (Required Forms and Certifications) shall be deleted in its entirety and replaced by the following:

**TABLE 3: REQUIRED FORMS AND CERTIFICATIONS**

FORMS AND CERTIFICATIONS	SEPARATE DIGITAL FOLDER	REQUIRED FOR PRIME CONSULTANT	REQUIRED FOR SUBS*
<a href="#">Section I.3</a> – LBE, SLBE, and/or VSLBE Proof of Certification	–	✓	✓
<a href="#">Section II.2.B</a> – Letter of Transmittal: <ul style="list-style-type: none"> <li>• Full list of the project team</li> <li>• Selection Process Lead</li> <li>• Public Contract Code Statement</li> <li>• 120-Day Binding Offer Statement</li> <li>• Signed by an authorized officer</li> </ul>	–	✓	–
<a href="#">Section II.2.G</a> – Reference Project Information Note that Reference Questionnaires should be received by Alameda CTC directly, and are thus not part of the proposal submittal.	–	✓	If Applicable
<a href="#">Appendix C</a> – Exceptions to the Alameda CTC Sample Professional Services Contract Form	–	Optional	–
<a href="#">Appendix C</a> – Non-Lobbying Certification	–	✓	✓
<a href="#">Appendix C</a> – Debarment and Suspension Certification; use applicable form	–	✓	✓

FORMS AND CERTIFICATIONS	SEPARATE DIGITAL FOLDER	REQUIRED FOR PRIME CONSULTANT	REQUIRED FOR SUBS*
<p><b><u>Appendix C</u></b> – Cost Proposal <del>Form B</del>:</p> <ul style="list-style-type: none"> <li>• <del>B1: Breakdown of Costs</del></li> <li>• <del>B2: Cost Summary</del></li> <li>• <del>B3: Contact Information by Firm</del></li> <li>• <del>B4: LBCE Program Participation Summary</del></li> <li>• <del>B5: Contract Cost Basis</del></li> <li>• <del>B6: Budget by Firm</del></li> <li>• <del>B7: Rates by Firm</del></li> <li>• <del>B8: Unit Costs by Firm]</del></li> <li>• <u>Project Summary: Project Cost Summary</u></li> <li>• <u>1-Hardware: Hardware Cost</u></li> <li>• <u>2-Software: Software Cost</u></li> <li>• <u>3-Labor: Labor Cost</u></li> <li>• <u>4-Other: Other Additional Cost</u></li> <li>• <u>5-Maintenance: Maintenance Services Cost</u></li> <li>• <u>6-Vendor: Vendor Cost</u></li> </ul>	✓	✓	✓ Include in Prime Consultant's Cost Proposal <del>Form B</del>
<p><b><u>Appendix C</u></b> – Certification of Financial Management System and Contract Costs (Caltrans LAPM Exhibit 10-K) (required unless firm is eligible for, and requesting, a Safe Harbor Rate)</p>	✓	✓	✓ Required for all firms
<p><b><u>Appendix C</u></b> – Safe Harbor Rate Application (Caltrans Form)</p>	✓	If applicable and eligible	If applicable and eligible
<p><b><u>Appendix D</u></b> – Resources Form in its entirety:</p> <ul style="list-style-type: none"> <li>• Key Personnel Availability</li> <li>• Firm Participation Summary</li> <li>• Task Resource Summary</li> <li>• Alameda CTC Contracts Summary</li> <li>• Potential Conflicts of Interest</li> </ul>	–	✓	✓ Include in Prime Consultant's Resources Form

FORMS AND CERTIFICATIONS	SEPARATE DIGITAL FOLDER	REQUIRED FOR PRIME CONSULTANT	REQUIRED FOR SUBS*
<a href="#">Appendix E</a> – Insurance Requirement Form	–	✓	✓ Include in Prime Consultant’s Insurance Requirement Form
* Required for subs (subconsultant, subcontractor, vendor, etc.) of any tier.			

3. RFP Table 4 (Proposal Criteria) shall be deleted in its entirety and replaced by the following:

**TABLE 4: PROPOSAL CRITERIA**

PROPOSAL CRITERIA	MAXIMUM POINTS
1. <b>Understanding the Required Scope of Work.</b> Understanding of the RFP objectives, project needs, appropriate deliverables, schedule in accordance with the Scope of Work, and key risks and challenges as well as approach and mitigation measures.	20
2. <b>Expertise.</b> Qualifications and technical expertise of the proposer in performing related work, and proposer’s experience in working with this scope and with public agencies and familiarity with the related process.	25
3. <b>Management Plan.</b> Methods and strength of project management, including project communication, schedule and budget control, and quality assurance and quality control.	15
4. <b>Staffing Plan and Availability.</b> Appropriate staffing and organization of proposed team; qualifications and technical expertise of the team, particularly the project manager; key personnel’s level of involvement in performing related work; and assessments by client references as available. Capacity and ability to provide quality personnel in a timeframe that meets the needs of the contract and project.	20
5. <b>Overall Cost of Services.</b> The lowest cost proposal for the required services, excluding costs for any proposed optional task(s)/service(s), will receive the highest score. Other proposals will be scored as a ratio of their proposed cost to the lowest proposed cost.	10
6. <b>Ability to Meet or Exceed Applicable LBE and SLBE Goals</b> – As further described in <a href="#">Section I.3</a> (Local Business Contract Equity Program) this RFP and the resulting contract are subject to the LBCE Program established by Alameda CTC. The percentage of participation toward each goal shall be based on the cost proposal, <del>excluding costs for any optional task(s) and/or phase(s). Such excluded costs may be shown as On-Call Tasks/Deliverables line items in the submitted Cost Proposal Form B.</del>	10 (5 for each goal)
<b>Total:</b>	<b>100</b>

4. **RFP Appendix B (Reference Materials) shall be deleted in its entirety and replaced by the following:**

**B. REFERENCE MATERIALS**

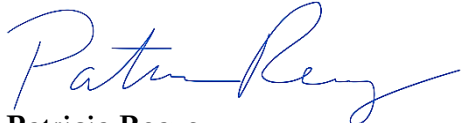
The following information and documents related to this RFP are incorporated herein as if attached:

1. Alameda CTC Conference Room Information  
[https://www.alamedactc.org/wp-content/uploads/2021/07/ACTC\\_Conference\\_Room\\_Information.pdf](https://www.alamedactc.org/wp-content/uploads/2021/07/ACTC_Conference_Room_Information.pdf)
2. As-Built Documents  
[https://www.alamedactc.org/wp-content/uploads/2021/08/Alameda-CTC-Conference-Room-CAD-As-Built-Drawings\\_2014.zip](https://www.alamedactc.org/wp-content/uploads/2021/08/Alameda-CTC-Conference-Room-CAD-As-Built-Drawings_2014.zip)

5. **Paragraph 5 of RFP Appendix C (Required Forms Incorporated by Reference) shall be deleted in its entirety and replaced by the following:**

5. Cost Proposal ~~Form B~~\*
  - Cost Proposal ~~Form B~~ must be completed in its entirety for prime consultant and all subconsultants.
  - The Cost Proposal form is available for download on the Alameda CTC Contracting Opportunities Website under RFP R22-0002 RFP Documents Section: <https://www.alamedactc.org/get-involved/contracting-opportunities/>

Approved for issuance:



Patricia Reavey  
Deputy Executive Director of Finance and Administration