



ALAMEDA COUNTY TRANSPORTATION COMMISSION

Safe Routes to Schools  
Education, Communications, and Outreach Services

Pre-Proposal Meeting  
RFP No. R23-0002  
October 14, 2022

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## Agenda

1. Introduction
2. Alameda CTC Overview
3. Scope of Work
4. RFP Schedule
5. Disadvantaged Business Enterprise Participation Program
6. Proposal Requirements
7. Evaluation/Criteria
8. Award
9. Sole Point of Contact
10. Questions Submittal
11. Questions and Answers



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## 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.



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## 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



Alameda CTC is a joint powers authority governed by a 22-member Commission comprised of elected officials from each of the 14 cities in Alameda County, all five members of the Alameda County Board of Supervisors and elected representatives from AC Transit and BART.

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## Scope of Work by Task

The Alameda CTC intends to retain a professional services consultant or consultant team to provide: program outreach, marketing, and communications, partnership and volunteer recruitment and retention, county-wide encouragement event implementation, school site coordination, and facilitation of educational activities and trainings services.



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## Scope of Work by Task (continued)

### TASKS:

- 1. Program Management and Coordination
- 2. Data Collection and Reporting
- 3. Site Coordination at Participating Schools for Engagement, Recruitment and Retention
- 4. County-wide Encouragement Event Planning and Implementation
- 5. Comprehensive Marketing and Communications Strategy Development, Implementation, and Analytics



## RFP Schedule (RFP Table 1)

**LATE SUBMITTALS WILL NOT BE ACCEPTED. SUBMISSIONS BY EMAIL ACCEPTED ONLY. SCHEDULE IS IN PACIFIC TIME.**

ACTIVITY	DATE/TIME
RFP issued.	September 30, 2022
Optional Pre-Proposal Meeting held online.	October 14, 2022
	3:00 p.m.
Deadline for proposers to submit questions. All questions must be directed by email to the Sole Point of Contact.	October 20, 2022
	3:00 p.m.
Final Addendum issued, if necessary.	October 31, 2022
<b>Due Date for Proposal and References Forms.</b> References Forms must be submitted by references directly to the Sole Point of Contact via email.	<b>November 7, 2022</b> <b>3:00 p.m.</b>
Anticipated Proposal Review.	December 15, 2022
Interviews, if necessary.	December 28, 2022
Anticipated Final Evaluation and Determination of Top-Ranked Firm.	December 29, 2022
Contract Award Request to the Alameda CTC Commission	May 25, 2023
<b>Anticipated Contract Commencement.</b>	<b>July 1, 2023</b>



## Disadvantaged Business Enterprise (DBE) Participation Program [49 CFR, Part 26]

- **The DBE goal for this contract is 15.0%.**
- It is the proposer's responsibility to verify that the DBE firm is certified as a DBE by the specified proposal submittal due date and time by using the California United Certification (CUCUP) database (<https://caltrans.dbesystem.com>).
- The proposer shall possess the most specific available North American Industry Classification System (NAICS) codes or work code applicable to the type of work the firm will perform on the contract.



This contract will be funded in whole or in part by federal funds and the DBE program applies. The successful proposer shall take necessary and reasonable steps to ensure that DBEs have opportunity to participate in the resulting contract.

The DBE goal for this contract is 15.0%.

It is the proposer's responsibility to verify that DBE firms are certified as a DBE by the specified proposal submittal due date and time by using the California United Certification Program (CUCP) database and possess the most specific available North American Industry Classification System (NAICS) codes or work codes applicable to the type of work the firm will perform on the contract.



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## Disadvantaged Business Enterprise (DBE) Participation Program [49 CFR, Part 26]

- The Proposer is responsible for documenting the verification record by submitted the CUCP data for each DBE firm with its proposal.
- Proposals must meet the DBE goal by performing the work as a prime DBE, or using DBEs as subconsultants. If the DBE goal is not met, documentation of good faith efforts must be provided.
- Failure to meet the DBE goal good faith efforts requirements will result in the proposal being rejected as non-responsive.



### Exhibit 15-H Proposer/Contractor Good Faith Efforts

- Section A: The names and dates of each publication in which a request for DBE participation for this project was placed by the bidder (please attach copies of advertisements or proofs of publication).
- Section B: The names and dates of written notices sent to certified DBEs soliciting bids for this project and the dates and methods used for following up initial solicitations to determine with certainty whether the DBEs were interested (please attach copies of solicitations, telephone records, fax confirmations, etc.).
- Section C: The items of work made available to DBE firms including those unbundled contract work items into economically feasible units to facilitate DBE participation. It is the bidder's responsibility to demonstrate that sufficient work to facilitate DBE participation in order to meet or exceed the DBE contract goal.
- Section D: The names, addresses and phone numbers of rejected DBE firms, the reasons for the bidder's rejection of the DBEs, the firms selected for that work (please attach copies of quotes from the firms involved), and the price difference for each DBE if the selected firm is not a DBE.



This slide outlines the various sections that must be completed on the 15-H.

Exhibit 15-H Proposer/Contract Good Faith Efforts must be submitted with a proposal that does not meet the DBE goal. This form is also recommended to be completed by proposers even if the goal is met, in case of a calculation discrepancy, or, if a firm believed to be a DBE is in fact not certified as a DBE. Also, Alameda CTC has seen instances where costs were not allowable under a DBE (e.g.: a firm charging for unit costs that should be captured in company overhead), therefore it is recommended to complete this form.

This form must be completed in entirety, in detail.

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### Exhibit 15-H Proposer/Contractor Good Faith Efforts

- Section D: The names, addresses and phone numbers of rejected DBE firms, the reasons for the bidder's rejection of the DBEs, the firms selected for that work (please attach copies of quotes from the firms involved), and the price difference for each DBE if the selected firm is not a DBE.
- Section E: Efforts (e.g. in advertisements and solicitations) made to assist interested DBEs in obtaining information related to the plans, specifications and requirements for the work which was provided to DBEs.
- Section F: Efforts (e.g. in advertisements and solicitations) made to assist interested DBEs in obtaining bonding, lines of credit or insurance, necessary equipment, supplies, materials, or related assistance or services, excluding supplies and equipment the DBE subcontractor purchases or leases from the prime contractor or its affiliate.
- Section G: The names of agencies, organizations or groups contacted to provide assistance in contacting, recruiting and using DBE firms (please attach copies of requests to agencies and any responses received, i.e., lists, Internet page download, etc.).



This slide outlines the various sections that must be completed on the 15-H.

# Exhibit 10-O1 Consultant Proposal DBE Commitment


Local Assistance Procedures Manual
Exhibit 10-O1  
Consultant Proposal DBE Commitment  
Resist Form

**EXHIBIT 10-O1 CONSULTANT PROPOSAL DBE COMMITMENT**

1. Local Agency: \_\_\_\_\_ 2. Contract DBE Goal: \_\_\_\_\_  
 3. Project Description: \_\_\_\_\_  
 4. Project Location: \_\_\_\_\_ 6. Prime Certified DBE:   
 5. Consultant's Name: \_\_\_\_\_

7. Description of Work, Service, or Materials Supplied	8. DBE Certification Number	9. DBE Contact Information	10. DBE %

<b>Local Agency to Complete this Section</b>		<b>11. TOTAL CLAIMED DBE PARTICIPATION</b>	%
17. Local Agency Contract Number: _____ 18. Federal Aid Project Number: _____ Consultant's Ranking after Evaluation: _____ <small>Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.</small>	12. Preparer's Signature _____ 13. Date _____ 14. Preparer's Name _____ 15. Phone _____ 16. Preparer's Title _____		
21. Local Agency Representative's Signature _____	22. Date _____		
23. Local Agency Representative's Name _____	24. Phone _____		
25. Local Agency Representative's Title _____			


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Consultant Proposal DBE Commitment shall be included with the proposal submittal. This form includes the description of work, service, or materials supplied, DBE Certification Number, DBE contact information, DBE %, and total claimed DBE participation.

# Exhibit 10-O2 Consultant Contract DBE Commitment

Local Assistance Procedures Manual Exhibit 10-O2  
Consultant Contract DBE Commitment

## EXHIBIT 10-O2 CONSULTANT CONTRACT DBE COMMITMENT

1. Local Agency: \_\_\_\_\_ 2. Contract DBE Goal: \_\_\_\_\_  
 3. Project Description: \_\_\_\_\_  
 4. Project Location: \_\_\_\_\_  
 5. Consultant's Name: \_\_\_\_\_ 6. Prime Certified DBE:  7. Total Contract Award Amount: \_\_\_\_\_  
 8. Total Dollar Amount for **ALL** Subconsultants: \_\_\_\_\_ 9. Total Number of **ALL** Subconsultants: \_\_\_\_\_

10. Description of Work, Service, or Materials Supplied	11. DBE Certification Number	12. DBE Contact Information	13. DBE Dollar Amount

**Local Agency to Complete this Section**

20. Local Agency Contract Number: \_\_\_\_\_  
 21. Federal-Aid Project Number: \_\_\_\_\_  
 22. Contract Execution Plan: \_\_\_\_\_

14. TOTAL CLAIMED DBE PARTICIPATION  
 \$ \_\_\_\_\_  
 % \_\_\_\_\_

Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.

**IMPORTANT:** Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required.

23. Local Agency Representative's Signature \_\_\_\_\_ 24. Date \_\_\_\_\_  
 25. Local Agency Representative's Name \_\_\_\_\_ 26. Phone \_\_\_\_\_  
 27. Local Agency Representative's Title \_\_\_\_\_ 15. Preparer's Signature \_\_\_\_\_ 16. Date \_\_\_\_\_  
 17. Preparer's Name \_\_\_\_\_ 18. Phone \_\_\_\_\_  
 19. Preparer's Title \_\_\_\_\_



At the conclusion of negotiations the prime shall complete a consultant contract DBE commitment, Alameda CTC will submit the completed form to Caltrans.

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## Termination or Substitution of DBE

- Per Caltrans LAPM Chapter 9: *When a DBE subcontract is terminated or when a DBE subcontractor fails to complete its work on the contract for any reason, the Local Public Agency (Alameda CTC) must require the prime contractor to make GFEs to find another DBE subcontractor to substitute for the original DBE subcontractor. These GFEs must be directed at finding another DBE subcontractor to perform at least the same amount of work under the contract as the DBE subcontractor that was terminated to the extent needed to meet the DBE contract goal.*
- Per Code of Federal Regulations (CFR) 26.53(f)(1)(i)
  - You must require that a prime contractor not terminate a DBE subcontractor listed in response to paragraph (b)(2) of this section (or an approved substitute DBE firm) without your prior written consent. This includes, but is not limited to, instances in which a prime contractor seeks to perform work originally designated for a DBE subcontractor with its own forces or those of an affiliate, a non-DBE firm, or with another DBE firm



## Termination or Substitution of DBE

- 26.53(f)(3)
  - Note that terminating work slated for a DBE for good cause must be documented and fall under one of the listed reasons in this section.
- Including:
  - The listed DBE subcontractor fails or refuses to execute a written contract;
  - The listed DBE subcontractor fails or refuses to perform the work of its subcontract in a way consistent with normal industry standards. Provided, however, that good cause does not exist if the failure or refusal of the DBE subcontractor to perform its work on the subcontract results from the bad faith or discriminatory action of the prime contractor;
  - The listed DBE subcontractor fails or refuses to meet the prime contractor's reasonable, nondiscriminatory bond requirements.
  - The listed DBE subcontractor becomes bankrupt, insolvent, or exhibits credit unworthiness;
  - The listed DBE subcontractor is ineligible to work on public works projects because of suspension and debarment proceedings pursuant [2.CFR Parts 180, 215](#) and [1.200](#) or applicable state law;
    - You have determined that the listed DBE subcontractor is not a responsible contractor;



As an example a DBE cannot be terminated for “project reasons” there must be a documented good cause that falls under specific CFR requirements.

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## Termination or Substitution of DBE

- Continued:
  - The listed DBE subcontractor voluntarily withdraws from the project and provides to you written notice of its withdrawal;
  - The listed DBE is ineligible to receive DBE credit for the type of work required;
  - A DBE owner dies or becomes disabled with the result that the listed DBE contractor is unable to complete its work on the contract;
  - Other documented good cause that you determine compels the termination of the DBE subcontractor. Provided, that good cause does not exist if the prime contractor seeks to terminate a DBE it relied upon to obtain the contract so that the prime contractor can self-perform the work for which the DBE contractor was engaged or so that the prime contractor can substitute another DBE or non-DBE contractor after contract award.



Note that a DBE withdrawing from a *task* is not the same as withdrawing from the *project* (contract).



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## 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. Non-Lobbying Certification
  - Prime
  - Sub 1
  - Sub 2



## Proposal Requirements (Insurance)

- The successful proposer shall provide the required Proof of Insurance as outlined in **Appendix E** 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 review of compliance.



Subconsultant COI: PL COI is NOT submitted to Alameda CTC for any subconsultant(s) whose aggregate anticipated compensation under this Agreement is less than the greater of (i) fifty thousand dollars (\$50,000) or (ii) five percent (5%) of the aggregate compensation payable under this Agreement.

## Proposal Requirements (Insurance)

- 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.**

### Part B – Insurance Exception Request

Identify the name of each firm (i.e., prime or subconsultants) and the specific insurance provision for which an exception is being sought, if any, and the requested revision(s) in the table below.

Firm Name	Insurance Provision	Requested Insurance Exception



Subconsultant COI: PL COI is NOT submitted to Alameda CTC for any subconsultant(s) whose aggregate anticipated compensation under this Agreement is less than the greater of (i) fifty thousand dollars (\$50,000) or (ii) five percent (5%) of the aggregate compensation payable under this Agreement.

If exception requests are not submitted with the proposal, compliance with all insurance requirements will be assumed for the resulting agreement.

## 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. B4: LBCE Program Participation Summary~~ (LBCE Program does not apply)
  5. B5: Contract Cost Basis
  6. B6: Budget by Firm
  7. B7: Rates by Firm
  8. 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.



If anything is incomplete, you must include a justification explaining why it was not provided.

**Billing rates must be 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.

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## Proposal Requirements (ICR and FDR)

- **Certification of Indirect Costs and Financial Management System (ICR CERTIFICATION):**

1. The Indirect Cost Rate (ICR) for the **most recent Fiscal Period (one-year applicable accounting period for which financial statements are regularly prepared by consultant)** must be submitted: 01/01/2021 – 12/31/2021.
2. Provide **the date range** on the Certification of Indirect Costs and Financial Management System 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.



For financial document packages received between July 1 through December 31, the previous years ICR with must be submitted (update slide to denote applicable fiscal period as highlighted).

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## Proposal Requirements (ICR and FDR)

- **Financial Document Review** (DOCUMENTS SUPPORTING ICR):
  1. The prime and all subconsultants shall submit all applicable financial documents and information for ICR FYE proposed per the applicable category outlined in the Financial Document Review (FDR) Request Form.



The FDR form follows this slide to review.

Type of Financial Documents and Information for ICR FYE Proposed	CATEGORY 1: Consultants with Cognizant Approval Letter for ICR FYE Proposed	CATEGORY 2: Consultants Requesting Safe Harbor Rate	CATEGORY 3: Consultants with CPA Audited ICR Reports	CATEGORY 4: Consultants with Participation Amount of \$500K or Greater and No CPA Report
Paycheck Protection Program (PPP) Loan Questionnaire	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Certification of Indirect Costs and Financial Management System Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CPA Audited ICR Report and Schedule (Prime Consultant must have a CPA Audited ICR Schedule)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ICR Schedule with FAR References for Disallowed Costs (a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cognizant Approval Letter for the ICR FYE proposed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AASHTO Internal Control Questionnaire Appendix B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Safe Harbor Rate: Consultant Certification of Eligibility of Contract Costs and Financial Management System	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



These are the four categories listed on the financial document review request form. The prime and all subconsultant(s) on a proposal and resulting contract will fall into one of these categories (review the categories and type of financial docs and info required for each).

## Proposal Requirements (Audit Report or ICR Schedule)

### STATEMENT OF DIRECT LABOR, FRINGE BENEFITS, AND GENERAL OVERHEAD FOR THE YEAR ENDED DECEMBER 31, 2018

Direct Labor	Description	Financial Statement		Disallowed Costs	Total Proposed	% of Direct Labor
		Expenses	Costs			
		\$	\$		\$	
<b>Fringe Benefits:</b>						
	Parent Taxes	22,118,267	-	-	22,118,267	8.04%
	Group Insurance & Workers' Compensation	19,378,156	-	-	19,378,156	7.05%
	Fringe Salaries	14,828,467	-	-	14,828,467	5.37%
	Additional Compensation	10,297,573	-	-	10,297,573	3.75%
	Other Inclusive Benefits	11,640,712	(887,213) (3)	-	10,753,499	3.88%
	<b>Total Fringe Benefits</b>	<b>78,263,185</b>	<b>(887,213)</b>	<b>-</b>	<b>77,375,972</b>	<b>28.53%</b>
<b>General Overhead Expenses</b>						
	Other Rent	35,414,766	-	-	35,414,766	13.06%
	Depreciation	10,989,348	-	-	10,989,348	4.00%
	Amortization	7,153,538	(399,817) (3)	-	6,753,721	2.48%
	Repairs And Maintenance	8,151,238	-	-	8,151,238	2.97%
	Interest Expenses	185,585,741	(1,960,594) (3)	-	183,625,147	68.05%
	Fringe Benefits (Administrative)	13,713,131	(1,373,734) (4)	-	12,339,397	4.54%
	Computer Supplies, Reproduction	15,918,364	(1,134) (6)	-	15,917,230	5.79%
	Travel And Related Expenses	9,020,497	(1,114,127) (4)	-	7,906,370	2.84%
	Relocation And Moving (Office)	204,857	-	-	204,857	0.07%
	Communications	2,894,667	-	-	2,894,667	1.07%
	Subscriptions, Books, Fees	2,420,458	(278,348) (5)	-	2,142,110	0.78%
	Consultant Fees	6,180,924	(2,722,432) (5)	-	3,458,492	1.26%
	Additional Compensation	5,620,468	(19,454) (2)	-	5,599,014	2.03%
	Miscellaneous Expenses	9,729,791	(2,886,128) (5)	-	6,843,663	2.49%
	General Insurance	2,357,818	-	-	2,357,818	0.87%
	Insurance EEO	2,954,168	-	-	2,954,168	1.07%
	Other Taxes	1,999,544	(14,388) (3)	-	1,985,156	0.72%
	State & Local Income Taxes	6,918,101	452,895 (3)	-	7,371,000	2.69%
	Audit & Legal	2,480,269	(335,779) (3)	-	2,144,490	0.78%
	Bill And Proposal/Research and Development	20,485,847	(347,811) (3)	-	20,138,036	7.32%
	Interest Expense	1,273,007	(1,273,007) (3)	-	-	0.00%
	Bad Debt	4,938,113	(4,938,113) (3)	-	-	0.00%
	Professional Listings	979	(979) (3)	-	-	0.00%
	Federal Tax Expense	4,320,000	-	-	4,320,000	1.57%
	<b>Total General Overhead</b>	<b>355,813,522</b>	<b>(14,209,200)</b>	<b>-</b>	<b>341,604,322</b>	<b>124.22%</b>
	<b>Total Fringe Benefits and General Overhead</b>	<b>413,076,712</b>	<b>(15,096,413)</b>	<b>-</b>	<b>397,980,299</b>	<b>142.77%</b>
	Facilities Capital Cost Of Money(ICR)	1,620,551	-	-	1,620,551	0.59%
	<b>Total Allowable and Non Allowable Overhead</b>	<b>414,697,263</b>	<b>(15,096,413)</b>	<b>-</b>	<b>399,600,850</b>	<b>143.36%</b>
	<b>Percentage of Direct Labor</b>	<b>147.31%</b>	<b>(14.86%)</b>	<b>-</b>	<b>132.45%</b>	

#### FAR References and Notes

- (3) 31.205-13; 31.205-14: Unallowable gifts, entertainment and recreation.
- (3) 31.205-42; 31.205-111: Unallowable costs related to tracking.
- (3) 31.205-43; 31.205-22; 31.205-25: Unallowable executive compensation and advertising, lobbying, and M&A activity.
- (3) 31.205-11: Unallowable advertising costs. (3) 31.205-14; 31.205-46: Unallowable entertainment, alcohol and costs exceeding per diem.
- (3) 31.205-11; 31.205-42; 31.205-22: Unallowable advertising, contributions, and lobbying expenses.
- (3) 31.205-11; 31.205-22; 31.205-27: Unallowable public relations, lobbying, and M&A support.
- (3) 31.205-41: Excess bonus/compensation.
- (3) 31.205-41: Unallowable tax payments.
- (3) 31.205-41: Deferred state income tax payments.
- (3) 31.205-22; 31.205-27; 31.205-47: Unallowable lobbying, M&A support, and settlement expenses.
- (3) 31.205-11; 31.205-46: Unallowable advertising and travel expenses in nature of per diem.

See accompanying Notes to Statement of Direct Labor, Fringe Benefit, and General Overhead



Alameda CTC will request an audit report, if an audit report does not exist, a FAR-compliant ICR is acceptable.



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## Proposal Requirements (QA/QC)

The prime proposer is responsible for **ensuring the completeness and accuracy of all documents submitted** with the proposal. This includes vetting subconsultant(s) documents.

- Some common discrepancies include:
  - Incorrect fiscal period on certification of indirect costs and financial management system forms (future periods and fiscal periods that re not current)
  - Various forms missing dates, names, addresses, and signatures
  - Missing proof of DBE certification
  - Resources Form missing complete list of all participating firms on proposal, missing complete list of vendors or contractors



## 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.



We 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).

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. Alameda CTC does not provide any confirmation that reference forms have been received and completed.

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## 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.	20
Expertise.	30
Management Plan.	20
Staffing Plan and Availability.	20
Effectiveness of Interview	10
Total:	100



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## Award

- Proposer with the highest average ranking based on the Selection Review Panel's evaluation using the Proposer Interview Criteria; which does 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.



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## Sole Point of Contact:

Alastair Powell ([apowell@alamedactc.org](mailto: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.**



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## Caltrans Contract Info:

### Caltrans Local Assistance Website

<https://dot.ca.gov/programs/local-assistance>

### Caltrans Headquarters General Information Line

Phone: (916) 654-2852

### Independent Office of Audits and Investigations

Phone: (916)323-7111 Email: [ioai.admin@dot.ca.gov](mailto:ioai.admin@dot.ca.gov)

### DBE Certification Office

Phone: (916) 324-1700 Email: [DBE.Certification@dot.ca.gov](mailto:DBE.Certification@dot.ca.gov)





# Questions Submittal

Alameda County Transportation Commission • 1111 Broadway, Suite 800  
Oakland, CA 94607 • 510.208.7400





# Q&A

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# Thank You

For more information, visit  
[www.AlamedaCTC.org](http://www.AlamedaCTC.org)

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