



ALAMEDA COUNTY TRANSPORTATION COMMISSION

Student Transit Pass Program: Program Management and Coordination Services

Pre-Proposal Meeting

RFP No. 23-0004 for Student Transit Pass Program

November 8, 2022

Agenda

1. Introduction
2. Alameda CTC Overview
3. Scope of Work
4. RFP Schedule
5. Local Business Contract Equity Program
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 program management and coordination services for the Student Transit Pass Program.

Scope of Work by Task (continued)

TASKS:

1. Project Management
2. Program Administration
3. Program Evaluation
4. Program Communications, Outreach, and Promotion
5. Travel Training and Education
6. Technical Assistance

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.	October 28, 2022
Optional Online Pre-Proposal Meeting	November 8, 2022 3:00 p.m.
Deadline for proposers to submit questions. All questions must be directed by email to the Sole Point of Contact.	November 10, 2022 3:00 p.m.
Final Addendum issued, if necessary.	November 18, 2022
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.	December 6, 2022 3:00 p.m.
Anticipated Proposal Review.	January 6, 2023
Interviews, if necessary.	January 23, 2023
Anticipated Final Evaluation and Determination of Top-Ranked Firm.	January 24, 2023
Contract Award Request to the Alameda CTC Commission	April 27, 2023
Anticipated Contract Commencement.	July 1, 2023

Local Business Contract Equity Program

This contract will be funded in whole or in part by Alameda CTC VRF, Measure B and/or Measure BB funds, or such funds in combination with other local funds. As such, Alameda CTC's Local Business Contract Equity Program will apply. **The Program's goals for professional services are 70.0% for LBE and 30.0% for SLBE.** Further detail regarding this Program can be found on the Alameda CTC website at www.alamedactc.org/contract-equity.

CERTIFICATION TEAM

Phone: (510) 208-7460

Fax: (510) 893-6489

Email: certification@alamedactc.org

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 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.

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

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 applies)
 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 should be denoted accordingly in B6.

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: i.e. 01/01/2021 – 12/31/2021 or 07/01/2021 – 6/30/2022, whichever is later.
 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.

Proposal Requirements (Audit Report or ICR Schedule)

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

Description	Financial Stmt Expenses	Disallowed Costs	Total Proposed	% of Direct Labor
Direct Labor	\$ 274,950,701	\$ -	\$ 274,950,701	-
Fringe Benefits:				
Payroll Taxes	22,118,267	-	22,118,267	8.04%
Group Insurance & Workers' Compensation	19,378,156	-	19,378,156	7.05%
Fringe Salaries	34,828,467	-	34,828,467	12.67%
Additional Compensation	10,297,573	-	10,297,573	3.75%
Other Employee Benefits	12,640,717	(697,719) (a)	11,942,998	4.34%
Total Fringe Benefits	99,263,180	(697,719)	98,565,461	35.85%
General Overhead Expenses				
Office Rent	30,414,766	-	30,414,766	11.06%
Depreciation	10,989,548	-	10,989,548	4.00%
Amortization	7,156,538	(599,817) (b)	6,556,721	2.38%
Repairs And Maintenance	8,155,238	-	8,155,238	2.97%
Indirect Salaries	106,584,743	(1,960,594) (c)	104,624,149	38.05%
Fringe Benefits (Administrative)	33,753,131	(1,373,734) (a)	32,379,397	11.78%
Computer, Supplies, Reproduction	15,915,364	(1,334) (d)	15,914,030	5.79%
Travel And Related Expenses	9,020,497	(1,214,327) (e)	7,806,170	2.84%
Relocation And Moving (Office)	204,057	-	204,057	0.07%
Communications	2,804,667	-	2,804,667	1.02%
Subscriptions, Books, Fees	1,429,656	(270,384) (f)	1,159,272	0.42%
Consultant Fees	6,180,924	(2,722,432) (g)	3,458,492	1.26%
Additional Compensation	5,610,968	(19,464) (h)	5,591,504	2.03%
Miscellaneous Expenses	9,720,791	(2,988,128) (g)	6,732,663	2.45%
General Insurance	2,557,616	-	2,557,616	0.93%
Insurance E&O	2,954,168	-	2,954,168	1.07%
Other Taxes	1,999,544	(14,369) (i)	1,985,175	0.72%
State & Local Income Taxes	6,910,195	455,085 (j)	7,365,280	2.68%
Audit & Legal	2,490,269	(335,779) (k)	2,154,490	0.78%
Bid and Proposals/Research and Development	20,460,847	(347,021) (l)	20,113,826	7.32%
Interest Expense	1,273,007	(1,273,007)	-	0.00%
Bad Debts	4,928,513	(4,928,513)	-	0.00%
Professional Listings	579	(579)	-	0.00%
Federal Tax Expense	14,300,906	(14,300,906)	-	0.00%
Total General Overhead	305,816,532	(31,895,303)	273,921,229	99.62%
Total Fringe Benefits and General Overhead	405,079,712	(32,593,022)	372,486,690	135.47%
Facilities Capital Cost Of Money(FCCM)	1,626,551	-	1,626,551	0.59%
Total Allowable and Non Allowable Overhead	\$ 406,706,263	\$ (32,593,022)	\$ 374,113,241	136.06%
Percentage of Direct Labor	147.92%	-11.86%	136.06%	

FAR References and Notes

- (a) 31.205-13; 31.205-14: Unallowable gifts, entertainment and recreation.
- (b) 31.201-4; 31.205-11: Unallowable costs related to backlog.
- (c) 31.205-6; 31.205-22; 31.205-27: Unallowable executive compensation and advertising, lobbying, and M&A activity.
- (d) 31.205-1: Unallowable advertising costs. (e) 31.205-14; 31.205-46: Unallowable entertainment, alcohol and costs exceeding per diems.
- (f) 31.205-1; 31.205-8; 31.205-22: Unallowable advertising, contributions, and lobbying expenses.
- (g) 31.205-1; 31.205-22; 31.205-27: Unallowable public relations, lobbying, and M&A support.
- (h) 31.205-6: Excess bonus/compensation.
- (i) 31.205-41: Unallowable tax penalties.
- (j) 31.205-41: Deferred State income tax payments.
- (k) 31.205-22; 31.205-27; 31.205-47: Unallowable lobbying, M&A support, and settlement expenses.
- (l) 31.205-1; 31.205-46: Unallowable advertising and travel expense in excess of per diems.

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

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 LBCE 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.

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.	20
Expertise.	20
Management Plan.	30
Staffing Plan and Availability.	20
Ability to Meet or Exceed Applicable LBE and SLBE Goals	10 (5 for each goal)
Total:	100

Interview Criteria	Maximum Points
Understanding the Required Scope of Work.	10
Expertise.	20
Management Plan.	20
Staffing Plan and Availability.	20
Effectiveness of Interview	20
Ability to Meet or Exceed Applicable LBE and SLBE Goals	10 (5 for each goal)
Total:	100

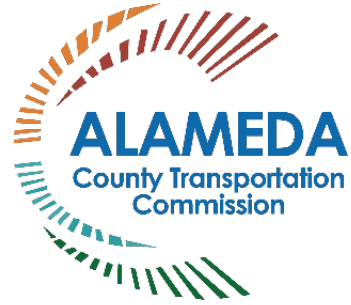
Award

- 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.

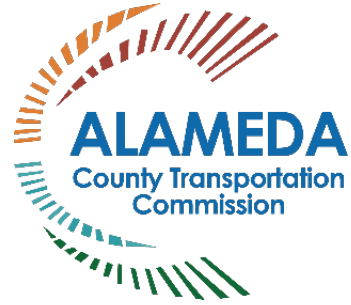
Sole Point of Contact:

Valerie Vijil (vvijil@alamedactc.org)

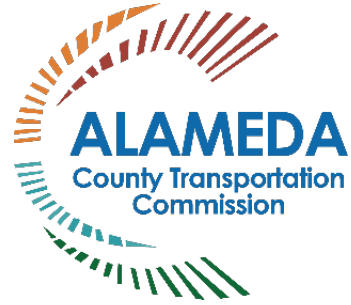
All communications should be directed to the Sole Point of Contact. **Do not contact other agency staff, project team members, or panel members throughout this procurement process.**



Questions Submittal



Q&A



Thank You

For more information, visit

www.AlamedaCTC.org