



**ADDENDUM NO. 2  
ALAMEDA CTC RFQ NO. R23-0005  
ON-CALL PLANNING AND POLICY  
PROFESSIONAL SERVICES**

November 30, 2022

Request for Qualifications (RFQ) No. R23-0005 is modified as set forth in this Addendum No. 2. The original RFQ 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 statements of qualifications (SOQ).

The RFQ is hereby revised per the following:

- Table 3 (Required Forms and Certifications) under RFQ Section II.2.H 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 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> <li>• List services provided</li> <li>• List all minimum qualifications met</li> </ul>	–	✓	–
<a href="#">Section II.2.G</a> – Reference Information Note that Reference Questionnaires should be received by Alameda CTC directly, and are thus not part of the SOQ submittal.	–	✓	If Applicable
<a href="#">Appendix C</a> – Exceptions to the Alameda CTC Sample Professional Services Contract Form	–	Optional	–
<a href="#">Appendix C</a> – Cost Proposal Form for On-call Planning and Policy Professional Services	✓	✓	✓ Include in Prime Consultant's Cost Proposal Form

FORMS AND CERTIFICATIONS	SEPARATE DIGITAL FOLDER	REQUIRED FOR PRIME CONSULTANT	REQUIRED FOR SUBS*
<p><a href="#">Appendix C</a> – Costs and Financial Documentation:</p> <ul style="list-style-type: none"> <li>• W-9 Form (selected prime proposer only).</li> <li>• Independent Auditors’ Report, or if unavailable, an indirect cost rate schedule may be acceptable.</li> <li>• Certified payroll registers.</li> <li>• Certification of Indirect Costs and Financial Management System Form</li> </ul>	–	Selected Prime Consultant to submit within ten (10) business days of Alameda CTC’s notice to Prime Consultant that it is the successful proposer if requested	Selected Prime Consultant to submit within ten (10) business days of Alameda CTC’s notice to Prime Consultant that it is the successful proposer if requested
<p><a href="#">Appendix D</a> – Resources Form in its entirety:</p> <ul style="list-style-type: none"> <li>• Key Personnel Availability</li> <li>• Firm Participation Summary</li> <li>• <del>Task Resource Summary</del></li> <li>• Alameda CTC Contracts Summary</li> <li>• Potential Conflicts of Interest</li> </ul>	–	✓	✓ Include in Prime Consultant’s Resources Form
<p><a href="#">Appendix E</a> – Insurance Requirement Form</p>	–	✓	✓ Include in Prime Consultant’s Insurance Requirement Form
* Required for subs (subconsultant, subcontractor, vendor, etc.) of any tier.			

2. Table 4 (SOQ Criteria) under RFQ Section II.3.C shall be deleted in its entirety and replaced by the following:

**TABLE 4: SOQ CRITERIA**

SOQ CRITERIA	MAXIMUM POINTS
1. <b>Understanding the Objectives and Work Requirements.</b> Understanding of the RFQ objectives, needs, appropriate deliverables, and key risks and challenges as well as approach and mitigation measures.	20
2. <b>Qualifications and Expertise.</b> Qualifications and technical expertise of the respondent in performing related work; respondent’s experience with public agencies and familiarity with the related process; and assessments by client references as available. Depth of staff resources to work on tasks with varying complexities.	40
3. <b>Management Approach.</b> Methods and strengths of management, including communication, schedule and budget control, and quality assurance and quality control.	15

SOQ CRITERIA	MAXIMUM POINTS
4. <b>Capacity and Availability.</b> Capacity and ability to provide quality personnel in a timeframe that meets the needs of Alameda CTC.	15
5. <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 RFQ and any and all resulting contracts 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 added as an optional or on-call tasks/deliverables line items in the submitted Cost Proposal Form.</del>	10 (5 for each goal)
<b>Total:</b>	<b>100</b>

3. Paragraph 3 under RFQ Appendix D (Resources Form) shall be replaced by the following:

3. **Task Resource Summary.** ~~This table is not required to be completed. A table of estimated hours by task and firm (prime proposer and all subconsultants) should be provided, including the percentage of the total contract hours that each firm will spend on the contract. Total estimated hours should be provided for each task and for each firm.~~

Approved for issuance:

Carolyn Clevenger  
 Deputy Executive Director of Planning and Policy