



**QUESTIONS AND ANSWERS
ALAMEDA CTC RFQ NO. R23-0005**

The following answers are in response to questions submitted by prospective proposers for on-call planning and policy professional services, Alameda County Transportation Commission (Alameda CTC) Request for Proposals (RFQ) No. R23-0005. This document provides the written responses to all questions that were received by Alameda CTC on or before November 17, 2022. Questions may have been edited for grammar and clarity.

Q1. Can we obtain a copy of the pre-proposal presentation slideshow?

A1. Yes, the pre-proposal presentation is available at <https://www.alamedactc.org/contracting-opportunities>.

Q2. Given the upcoming holiday and deadline to respond after the questions submittal, would an extension beyond the December 8 submittal deadline be considered?

A2. No, due to time constraints, Alameda CTC does not currently anticipate upcoming changes to the RFQ schedule. The schedule was previously revised through Addendum No. 1, which is accessible at <https://www.alamedactc.org/contracting-opportunities>.

Q3. Is the Small Local Business Enterprise (SLBE) requirement within the Local Business Enterprise (LBE) requirement?

A3. The SLBE goal is 30.0% and the LBE goal is 70.0%. Firms certified as SLBE are also certified as LBE; therefore, participation by SLBE firms will count toward both the 30.0% SLBE and 70.0% LBE goals. Participation by LBE firms will only count toward the 70.0% LBE goal.

Q4. Is it correct that SLBE and LBE certification are not required, but are a basis for points being awarded?

A4. Yes. Participation by firms that are certified as SLBE and/or LBE is not required, but encouraged, and such participation will count toward the 30.0% SLBE and 70.0% LBE goals. These are goals, not requirements, for the resulting contract and accordingly, firms that do not meet these goals remain eligible for selection as the top-ranked firm.

Q5. Will points be awarded for partial LBE and/or SLBE participation? For example, would 20% SLBE participation receive 2/3 of the points?

A5. No. The points are awarded on the basis of achieving or exceeding each goal. 5 points shall be awarded for meeting or exceeding each of the goals (30.0% SLBE and 70.0% LBE).

Q6. How do you determine the LBE and/or SLBE participation percentage if the scope of task orders is not yet defined?

A6. The percentage of participation toward each goal will be based on the cost proposal, which in turn is based on the potential On-Call Services described in the RFQ. The proposer shall submit the cost proposal with a total cost estimated for each firm used towards meeting the LBE and/or SLBE goals, if any, using the Budget by Firm table. If the selected consultant receives points for meeting or exceeding the LBE and/or SLBE goals at the time of award, such consultant is expected to continue to meet or exceed each respective goal throughout the duration of the contract.

Q7. What are the LBE certification requirements for Alameda CTC?

A7. Details regarding LBE and SLBE certification under the Local Business Contract Equity (LBCE) Program can be found on the Alameda CTC website at www.alamedactc.org/contract-equity. It is the responsibility of firms which desire to have participation counted toward the LBCE Program goals to ensure that they are appropriately certified by Alameda CTC on a timely basis. Alameda CTC's Certification Team is available to assist firms and all questions regarding certification should be directed to the Certification Team at certification@alamedactc.org.

Q8. Can you define "key team member" for whom references must be provided?

A8. Key team members, also referred to as "key personnel" in the RFQ, denotes individuals from any firm on the proposer team that have key roles and responsibilities and are expected to remain the same throughout the duration of the contract. The proposed team, including key team members, is determined by the proposer.

Q9. Can references from a single person cover more than one firm?

A9. Yes. Proposers shall ensure that Alameda CTC receives a minimum of three (3) completed Reference Questionnaires from appropriate references for each key team member. If that single individual is providing references for five (5) key team members, that individual will complete and submit five (5) separate Reference Questionnaires.

Q10. Regarding references, for some key staff members we planned to submit references where the key staff member worked at the agency, but was not necessarily a consultant, thus the reference would be a public agency employer but not a client. Would that satisfy Alameda CTC's reference requirements?

A10. Yes, however, none of the references shall be from Alameda CTC. The term "client reference" is intended to clarify the most common relationship between the person providing the reference vs. the key team member receiving the reference, but the person providing the reference is not required to be a current or former client if the other instructions and requirements are followed.

Q11. Can you clarify which items are included in the page limit?

A11. Please refer to RFQ Table 2 (Page Limit Requirements) of Section II.2.A (General Instructions).

Q12. Has Alameda CTC determined whether contracts will be awarded to one firm/team or multiple firms/teams?

A12. This procurement utilizes the One-Step RFQ method for establishing one on-call contract through a single solicitation. Alameda CTC is seeking one consultant team to provide technical planning and program management services.

Q13. Can the winning team bring on additional subcontractors over the course of the contract should the need arise?

A13. Yes, within the terms and conditions of the resulting contract, including attaining the anticipated LBE and/or SLBE participation if the winning team received extra points for meeting the applicable goal(s), as noted in A6 above.

Q14. Is there a current incumbent for these services?

A14. The current contract for on-call planning and programming services is with HDR Engineering, Inc.

Q15. Could Alameda CTC provide examples of projects that would likely be undertaken in 2023 with the support of this team?

A15. Appendix B provides a list of plans, policies and technical analyses that have been completed with the current on-call contract. Examples are listed in the Preliminary Scope of Services.

Q16. Does the selected team need to cover all seven contract areas?

A16. Yes, per RFQ Section II.1.C.1 (Minimum Qualifications), SOQs must demonstrate that the proposer team meets the Minimum Qualifications to be eligible for consideration for this contract. Respondents failing to meet the Minimum Qualifications will not be considered.

Q17. Regarding the Task Resource Summary tab, would we fill this out using the seven “work areas” referenced on Pages 25-28 of the RFQ? The exact task orders are to be determined.

A17. Per RFQ Addendum No. 2, proposers are not required to complete the Task Resource Summary tab of the Resource Form. Proposers shall complete other tabs of the Resource Form as instructed.

Q18. What is the estimated budget for task orders or anticipated contract valuation?

A18. The budgets for the resulting contract and task orders will be determined by negotiations between Alameda CTC and the successful proposer.

Q19. Please verify that financial information does not need to be submitted with the SOQ and also no insurance documentation other than the Insurance Request Form (IRF).

A19. Costs and Financial Documentation as further described in the RFQ (including in RFQ Appendix C) do not need to be submitted with the SOQ. Certificates of Insurance do not need to be submitted with the SOQ.

Q20. Please clarify which cost proposal documents are due on December 8:

- **R23-0005 Cost Proposal Form for On-Call Planning and Policy Professional Services (XLSX); or**
- **Cost Proposal Form B (XLSX), which includes:**
 - **Form B1: Breakdown of Costs**
 - **Form B2: Cost Summary**
 - **Form B3: Contact Info by Firm**
 - **Form B4: LBCE Participation**
 - **Form B5: Contract Cost Basis**
 - **Form B6: Budget by Firm**
 - **Form B7: Rates by Firm**
 - **Form B8: Unit Costs by Firm**

A20. Cost Proposal Form B is not part of this RFQ. Proposers must complete and submit the Cost Proposal Form for On-call Planning and Policy Professional Services available at <https://www.alamedactc.org/contracting-opportunities> with the SOQ by the due date for SOQ submittal indicated in RFQ Table 1 (RFQ Schedule).

Q21. We are going to be starting with 2022 rates in our cost proposal with 0% for 2022 and assumed escalation for 2023, but will we be able to reset the rates to actuals once we are selected as the successful proposer so we have accurate 2023 rates as our official starting point?

A21. Compensation will be established as a result of negotiations with the successful proposer. Since these negotiations will occur early in 2023, the proposer will have the opportunity to use actual salary rates as the basis for the negotiations.

Q22. Our firm is the primary on-call planning consultant for another Bay Area transportation agency. We provide many similar services to said agency as the services being sought out by Alameda CTC. Our firm has also worked on several projects for Alameda CTC and has worked extensively for many Alameda County jurisdictions. We would like to ask if there is a conflict of interest between our work for another Bay Area transportation agency and possible on-call planning work for Alameda CTC.

A22. Alameda CTC is unable to determine whether a conflict of interest exists, whether actual or apparent, without further clarifying information. It is common for firms to provide their services to public agencies which may share similarities, including in sector, industry, or locality, without such work necessarily constituting a conflict of interest situation. The proposer is responsible for providing a list of any potential conflicts of interest in working for Alameda CTC. This must include, but is not limited to, a list of your firm's clients who are cities in Alameda County, the County of Alameda, and/or transit or transportation agencies that operate and/or have projects in Alameda County, and a brief description of work for these clients. Identify any other clients that would pose a potential conflict of interest as well as a brief description of work you provide to these clients. This list must include all potential conflicts of interest within the year prior to the release of this RFQ as well as current and future commitments to other projects. After award, the successful proposer shall take all reasonable measures to preclude the existence or development of an organizational conflict of interest in connection with work performed under the agreement resulting from this and other Alameda CTC solicitations. If, at any time during the term of the contract resulting from this RFQ, the consultant becomes aware of an organizational conflict of interest in connection with the work performed under such contract, the consultant shall immediately provide Alameda CTC with written notice of the facts and circumstances giving rise to this organizational conflict of interest.