April 5, 2022

Re: RFQ for Project Development Services OR Project/Program Management Services

Addendum No. 01

Prospective Proposers:

Enclosed is Addendum No. 01 to the Request for Qualifications to provide Project Development Services OR Project/Program Management Services by Sonoma County Transportation Authority (SCTA) released on March 21, 2021.

- Cover Sheet
- Addendum Letter (this document)
- Attachment 1
- Responses to Questions

Please contact me at (707) 565-2180 or david.ripperda@scta.ca.gov if you have questions regarding this addendum or are missing any of the pages from the enclosure list.

Sincerely,

David Ripperda
Assistant Director of Projects and Programming
SCTA/RCPA
Response to Questions

1. Will our cover, table of content, and section separators count in the 25-single-sided page count?

   SCTA Response: Covers, table of contents, and section separators do not count towards the 25-single-sided page count.

2. If we use 11” x 17” pages for the staffing plan (referenced under Section 7.6 Staffing Plan) and the organizational chart(s) (referenced under Section 7.5 Project Understanding and Approach, and under Section 7.6 Staffing Plan), will each be counted as one (1) of the allotted 25 equivalent single-sided pages?

   SCTA Response: 11” x 17” pages will each be counted as one (1) of the allotted 25 equivalent single-sided pages.

3. Under Section 3 Team Qualifications and Section 7.8 References, is SCTA seeking at least three references for the prime consultant only, or 3 at least 3 references for each key team member? If the latter – could references be covered within the Staffing Plan (11x17s) if space allows?

   SCTA Response: For each Key Team Member please provide at least three references, including subconsultant Key Team Members. References may be listed within the Staffing Plan if the Consultant wishes to do so in their SOQ.

4. Does SCTA anticipate that consultants selected under the B Project/Program Management category will:
   a. Oversee status (budget, schedule) of the work executed under contract in the A Project Development Services category?
   b. Provide construction oversight and/or construction management services?
   c. Provide independent constructability review of designs during the PS&E phase?
   d. Assist SCTA with the adverse, award, and administer (AAA) process for construction contracts?

   SCTA Response: Yes, the scope of services for Task Orders issued under Category B may include the listed activities.

5. Are there projects in progress for which consultants selected under the B Project/Program Management category will be asked to initiate or take over project status tracking?

   SCTA Response: No, but they may support process improvements to the way SCTA staff currently track project status.
6. What are your post-covid protocols for in-person or remote work? Would consultant staff be expected to work at SCTA offices or would staff have the option to work remotely?

SCTA Response: Consultant staff will not be expected to work at SCTA offices. Consultant staff may be required to attend meetings at SCTA, Caltrans, or local agency offices, field visits, or community meetings. Any in-person meetings will be subject to local health order requirements in place at the time of the meeting.

7. What firms are currently providing these services to SCTA for Measure M?

SCTA Response: Parsons Transportation Group and BKF Engineers are currently providing similar services to SCTA to those under listed under Category A. Fremier Enterprises, Inc. are currently providing similar services to SCTA to those listed under Category B.

8. Would there be a situation where consultant staff report to other staff consultants?

SCTA Response: If a situation requires that consultant staff report to other staff consultants in a management in support role, the supervising consultants will be required by SCTA to complete Caltrans Local Assistance Procedures Manual Exhibit 10-U Consultant in Management Support Role Conflict of Interest and Confidentiality Statement.

9. Does the “assisting with the administration of grants and funding programs” in Category B Scope of Services on page 7 of 17 include review of invoices and other clerical tasks?

SCTA Response: Yes, the scope of services for Task Orders issued under Category B may include review of invoices and other clerical tasks.

10. Can a DBE subconsultant not found on the established on-call list be added to support Task Orders that have DBE requirements?

SCTA Response: As noted in Section 3 on Page 9 of the RFQ, “In the unlikely event a Task Order must be supported by technical assistance not found on the team as approved under the established on-call list, the consultant may use additional sub-consultant services. However formal review of the qualifications, references and rates of that new sub consultant must be provided to the SCTA Executive Director and approved in writing and in advance of the Task Order notice to proceed.” If a DBE goal is required for as Task Order and a consultant does not have sufficient DBE subconsultants on their team to meet the goal, additional DBE subconsultants may be added to the team using the process described above.
11. Can a firm that is proposing to prime or sub under A. Project Development Services also submit for B. Project/Program Management Services?

*SCTA Response: Yes.*

12. Can a firm propose to be a prime for B. Project/Program Management Services and also propose to be a sub on another team for the same?

*SCTA Response: Yes.*

13. B. Project/Program Management Services: Will Project Managers be needed to perform project oversight for services provided under A. Project Development Services?

*SCTA Response: Yes, the scope of services for Task Orders issued under Category B may include performing project oversight for services provided under Category A. Project Development Services.*

14. The RFQ has noted that the cover letter and dividers do not count towards the page count, do covers count?

*SCTA Response: Covers, table of contents, and section separators do not count towards the 25-single-sided page count.*

15. We understand that the RFQ is establishing an on-call list of pre-qualified consultants, will SCTA select teams that can cover all categories under Category A: Project Development Services?

*SCTA Response: As noted in Section 1.3 on Page 4 of the RFQ, “Consultants submitting qualifications shall be able to provide the services per project or team with other Consultants to provide the services.” The Consultant’s team should be structured to cover all categories under Category A: Project Development Services as necessary.*