



# COUNTY OF ALAMEDA

## ADDENDUM No. 2

to

RFP No. 901469

for

**On-Call Professional Services**

This County of Alameda, General Services Agency (GSA), RFQ/P Addendum has been electronically issued to potential bidders via e-mail. E-mail addresses used are those in the County's Small Local Emerging Business (SLEB) Vendor Database or from other sources. If you have registered or are certified as a SLEB, please ensure that the complete and accurate e-mail address is noted and kept updated in the SLEB Vendor Database. This RFP/Q Addendum will also be posted on the GSA Contracting Opportunities website located at [http://www.acgov.org/gsa/purchasing/bid\\_content/ContractOpportunities.jsp](http://www.acgov.org/gsa/purchasing/bid_content/ContractOpportunities.jsp).

**June 24, 2016**

**NOTE: the location of the Mandatory Meetings has changed  
Both Sessions on June 28 & June 29, both at 2 p.m. will be presented at  
1111 Jackson St., Oakland, CA Rooms 226 – 228.**

The following Sections have been modified to read as shown below. Changes made to the original RFP document are in **bold** print and **highlighted**, and deletions made have a ~~strike through~~.

### Responses to Written Questions

- Q1) Is it the intent that firms that provide Landscape Architecture services would team up with Architecture firms, or would we submit our qualification package as just providing Landscape Architecture Services.
- A1) Specialized professional services would be procured through one of the 3 prime disciplines identified in this RFQ/P (PM, CM, or A/E) however, it is reasonable to conclude with some exceptions, that services traditionally supplied under the umbrella of an A/E firm would be procured from the A/E component identified in this RFQ/P. A non-SLEB lead prime firm, as defined in the RFQ/P, can achieve their required 20% SLEB minimum by subcontracting with a certified SLEB who can provide direct support to the lead prime firm. As indicated on page 21 of the RFQ/P, identification of subcontracted certified SLEB firms will be required later during the 'Request for Task Order Proposal' phase from the pool of On-Call consultants holding master agreements.**
- Q2) What percent goal for SLEB in Alameda County is targeted for this on call work?
- A2) Lead prime firms must achieve a minimum of 20% SLEB participation for each Task Order contract value. If lead prime firms are not SLEB certified then they are required to perform a minimum of 20% of the task order with a certified SLEB firm(s).**
- Q3) This is my first time to reach out to Alameda County. My question is on the RFP's – if the Potential Prime is not a Small Local Business (SLBE) do you encourage the use of sub-consultants that are SLBE?
- A3) See A2) above. Also the County initiative is SLEB (Small Local Emerging Businesses). SLBE (Small Local Business Enterprise) refers to another program that is not part of this solicitation.**  
<http://www.acgov.org/auditor/sleb/>
- Q4) Can we provide a USB drive or are all electronic copies required to be on a CD?
- A4) Yes. The intent is to provide a digital version of all submitted documents. Original signed documents must be available upon request from the County as appropriate.**
- Q5) Section IV.C.1 last sentence – refers to information required in section “N.2 above.” Please clarify as there is no such section.
- A5) Reference is incorrect. Sentence should read:**  
“Two copies of your Hourly Rate Schedule must be in one separate sealed envelope, clearly

marked as the Hourly Rate Schedule for this solicitation, with the other information required in Section IV.C.5(d) of the RFQ/P.”

- Q6) IV.C.2 – notates other requested exhibits may include samples of work. What kind of samples of work is the county looking to receive in this section?
- A6) Section IV.C.2 reads as follows: “In order for a response to be considered complete, Consultant must provide all information requested, including Exhibit A, Consultant Response Packet, and other requested exhibits (samples of work).”**  
**Exhibit A is a required submission. Exhibit B requires submission of a representative Master Milestone Schedule (sample of work). There are no other required samples of work other than Exhibit B.**
- Q7) Exhibits required for submittal: IV. C. 5. Please confirm that Exhibit A is the only exhibit requested to be submitted as part of the consultant’s response. All others seem to be informational only.
- A7) Exhibits C – F are informational and do not need to be part of your submittal. Exhibit B is a required submittal in addition to Exhibit A. The intent of Exhibit B is for the responding firm to demonstrate their ability to perform complex Master Scheduling activities which may be required on a variety of future County projects.**
- Q8) IV.C.5 – Exhibit B (Consultant’s Representative Master Milestone Schedule) missing
- A8) See A7) above.**
- Q9) IV.C.a.[(5)] – “identifying these vendor(s) is not required for a successful reply to this RFQ-P” It seems that the County would like AE teams to include subconsultants but this statement is a direct contradiction. Please clarify.
- A9) SLEB is an important component of the County’s bid process. The County is looking to retain team leaders in each of the three program areas. Subconsultants would be contingent on specifics for each task order. A successful submission will demonstrate a submitters experience with leading teams of various subconsultants, in a variety of project types. If the submitter is not a certified SLEB, then the SLEB requirement can be met through a subconsultant(s) to provide for the minimum requirement of 20%. This requirement would be met during the ‘Request for Task Order Proposal’ phase.**
- Q10) IV.C.5.a.(6) – Section requests a master plan schedule prepared by our firm that includes both design and construction milestones. For the AE team contracts, AE schedules don’t typically provide construction milestones and often lists construction in a more broad timeframe. Is this acceptable? It also asks for the program / project to have a value over \$30,000,000. This seems much larger than the projects being proposed through this RFQ. Can the information be submitted for a project with a smaller project value?
- A10) Per the standard scope of services required of a consulting architect, an understanding, representation, and management of all phases of planning and scheduling is required. The schedule includes planning and design phases of work, as well as construction, transition to ownership and occupancy and other, related phases and subphases in a total project schedule. Therefore, the architect should demonstrate knowledge of and an ability to**

**manage all phases. Upon reevaluation, a masterplan schedule for a project \$5,000,000 or above would be acceptable.**

Q11) In Exhibit A, Proposer Information and Acceptance, #11, for the third box: "Consultant is LOCAL to Alameda County and is requesting 5% bid preference" it requests proof of "six months business residency, including utility bills, deeds of trust, or lease arrangements are acceptable." If a firm is leasing office space, utilities are normally included in the lease. And if the firm is a large firm, tracking down the lease agreement may provide difficult. Would our LBE letter dated September 2015 with our current office address suffice?

**A11) The intent is provide proof that a firm has been a business resident of Alameda County at least for the last 6 months. Documents mentioned in Exhibit A, #11 are examples, but other documentation that can show business residency will be reviewed to validate locality. A copy of the business license from the city of residence for the office, and previous licenses that show locality is also acceptable.**

Q12) On RFP page 21, under (4), states that "if a consultant is not (SLEB) certified, consultant will be required to propose a SLEB subconsultant(s) during response to a Request for Task Order Proposal (Exhibit E). Identifying these vendor(s) is not required for a successful reply to this RFQ-P." However, the instructions for the Small Local Emerging Business Partnering Information Sheet in Exhibit A seems to indicate we must identify SLEB subconsultants with the proposal: "In order to meet the Small Local Emerging Business (SLEB) requirements of this RFQ/P, all Consultant must complete this form as required below. Consultant not meeting the definition of a SLEB (<http://acgov.org/auditor/sleb/overview.htm>) are required to subcontract with a SLEB for at least twenty percent (20%) of the total estimated bid amount in order to be considered for contract award. SLEB subcontractors must be independently owned and operated from the prime Contractor with no employees of either entity working for the other. This form must be submitted for each business that Consultant will work with, as evidence of a firm contractual commitment to meeting the SLEB participation goal. (Copy this form as needed.)" Do SLEB subconsultants need to be identified in the proposal?

**A12) See A9) above. The SLEB form will be needed for each task order.**

Q13) Does this RFQ address issues arising from project(s) involving SB863?

**A13) The On-Call services RFQ/P will be utilized for most county projects but does not limit the County from separate solicitations involving special circumstances unique to certain projects.**

Q14) Thanks for your call. This is just to record our conversation. You asked about proposing as an A&E team. I clarified that we are soliciting architects, engineers and/or A&E firms, as well as PM-CM firms.

**A14) Firms are welcome to propose as prime architects on their own, or with engineers, or vice versa. Some firms may also be presented as part of PM-CM teams. The firms can include other disciplines for consideration and to demonstrate fulfilling the criteria for consideration (e.g. SLEB) however it is not required until we actually solicit**

**proposals under the Task Order process for particular project assignments once a firm is selected and contracted.**

Q15) Under item 5. Exhibits/Attachments, do you need us to submit all Exhibits, whether or not they need to be filled in? It appears that only Exhibits A & B have things to be filled in. Do we still need to print and attach the other exhibits as well?

**A15) See A7) above. You only have to submit the materials which respond to the RFQ. The others are informational for this purpose. Your submission will need to be complete so please read the requirements carefully. If that is not clear, we will clarify in the meetings.**

Q16) Within Exhibit A is a page for "Current References" with space for 5 references. Do we fill this in addition to item 5.e. "References" (p. 22)? And under 5.e it says to include 1-3 references. How many would you like?

**A16) You can submit up to 5 references, at your discretion, utilizing the Current References page found in Exhibit A to demonstrate your competency and background per the published criteria in Section IV.C.5(e) – page 22.**

Q17) I can we create our own tab headings? For example, I would make tab 1 include items 5.a.1-4; tab 2 would be item 5.a.5.; tab 3 be item 5.a.6; tab 4 would be items 5.b.1-4, tab 5 item 5.c; tab 6 item 5.d, tab 7 item 5.e, and tab 8 would be Exhibits/attachments. Is this acceptable?

**A17) Any format you choose will be acceptable as long as the content is complete.**

Q18) Can you please share list of potential projects or project types (office/administrative, health care, clinics?) so we can propose the appropriate project team and provide relevant project experience?

**A18) This is a prequalification for on call services, it is not for a specific project. County client departments which generate projects are found on page 1 of the RFQ/P. You can include whatever subconsultants you wish to demonstrate your qualifications, however it is not required. Should you advance to a contract, request(s) for task order proposal will be requested from you for a specific project. Examples of these task order requests and task order are found as Exhibits E & F in the RFQ. Also, you can review the County's Capital Improvement Plan for the project list at <http://acgov.org/admin/documents/cip.pdf>**

Q19) Will the County accept a completed SF330 form to exhibit our relevant experience, including project team experience/resumes? .

**A19) Yes but not required.**

Q20) Could you please clarify how we are to complete, submit and sign Exhibits E and F? Both of these Exhibits appear to apply to projects that may be awarded AFTER notification (and therefore we would be unable to complete them without prior knowledge of said project(s)).

**A20) These exhibits are informational however you must acknowledge them in your submission.**

Q21) Regarding Architectural/Engineering Vendor services, it appears that providing LEED project management / certification documentation that would normally be part of the A/E team's responsibilities in actual LEED Certification are not mentioned in any of the bulleted services.

Does the County still desire actual 3<sup>rd</sup>-party LEED Certification of certain of its projects? And if so, would this require that LEED Certification Prerequisites/management/documentation be included in A/E services?

**A21) County projects are required to achieve a LEED Silver rating. A team leader might assemble a LEED professional to the project team. But identification of subconsultants are not required in a SOQ.**

