

**REQUEST FOR PROPOSALS  
RFP NO. ROA2015918**

**CIVIL ENGINEERING, ENVIRONMENTAL, AND RIGHT OF WAY  
PROFESSIONAL SERVICES**

Issued by the County of Alameda, Public Works Agency, 399 Elmhurst Street, Hayward, CA 94544

TO ALL PROSPECTIVE PROPOSERS for the above project, notice is hereby given that the following changes, modifications, corrections, clarifications, additions, and responses to Proposer's inquiries, as hereinafter set forth shall apply to the subject Request for Proposal described herein and shall be made part thereof and subject to all requirements as if originally specified or drawn.

Receipt of this Addendum No. 2 must be acknowledged on the form in the proposal in writing.

CHANGES TO REQUEST FOR PROPOSAL:

Replace page 20 with ADDENDUM NO. 2 page 20  
(1 page)

PROPOSERS' INQUIRIES:

Add:

ADDENDUM NO. 2  
Proposer's Inquiries and ACPWA Responses For  
RFP No. ROA2015918  
Civil Engineering, Environmental, and Right of Way Professional Services  
Issued January 29, 2016  
(3 pages)

END OF ADDENDUM NO. 2

OFFICE OF THE COUNTY ENGINEER

### **C. Notice of Recommendation to Award**

At the conclusion of the contract negotiation process, ACPWA will notify all proposers by e-mail and certified mail of the contract award recommendation, if any. The announcement will be titled '*Notice of Recommendation to Award.*' It will provide the name of the proposer being recommended for contract award and the names of all other parties that submitted proposals.

Also, At the conclusion of the ~~proposal evaluation~~ contract negotiation process, debriefings for unsuccessful proposers will be scheduled and provided only upon written request. A debriefing will generally be restricted to discussion of a proposer's unsuccessful proposal. However, it may include, at the discretion of ACPWA, review of the successful proposer's proposal with redactions as appropriate. Under no circumstances will any discussion be conducted with regard to the successful proposer's contract negotiations.

The submitted proposals will be made available upon request following the conclusion of contract negotiations with the preferred Proposer and no later than five calendar days before the contract is to be considered for award by the Board of Supervisors.

### **D. Protest/Appeals Process**

ACPWA prides itself on the establishment of fair and competitive contracting procedures and the commitment made to follow those procedures. The following is provided in the event that proposers wish to protest the process or the recommendation to award a contract for this project once the Notice of Recommendation to Award has been issued. Protests submitted prior to issuance of the Notice of Recommendation to Award will not be accepted by the County.

1. Any protest by any proposer regarding any other proposal must be submitted in writing to Art Carrera, Road Program Manager, Alameda County Public Works Agency, 399 Elmhurst St, Hayward, CA 94544, before 5:00 p.m. of the fifth business day following the date of issuance of the Notice of Recommendation to Award, not the date received by the protester. A protest received after 5:00 p.m. is considered received as of the next business day.

a. The protest must contain a complete statement of the reasons and facts for the protest.

b. The protest must refer to the specific portions of all documents that form the basis for the protest.

c. The protest must include the name, address, email address, fax number and telephone number of the person representing the protesting party.

d. ACPWA will transmit a copy of the protest to all proposers as soon as possible after receipt of the protest.

2. Upon receipt of a written protest, the Road Program Manager, or designee will review and evaluate the protest and issue a written decision. The Road Program Manager, may, at his discretion, investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting proposer and others (as appropriate) to

ADDENDUM NO. 2

Proposer's Inquiries and ACPWA Responses  
For  
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	<u>QUESTION</u>	<u>RESPONSE</u>
1.	In the RFP ... how (will) geotechnical engineering will be addressed for the design projects that will fall under this contract? In other words, for the projects that will require geotechnical engineering to be performed in order to complete the design, will geotechnical be a sub consulting role to the prime consultant?	The projects described in the RFP # ROA2015918 currently involve sidewalk and street surface improvements and thus, any earth work involved would be for sidewalk installations or utility relocations. However, Consultant may be assigned future project(s) that will require geotechnical engineering or other expertise, for example landscape architecture. Therefore, any needed expertise beyond the prime contractor's own resources, the prime contractor shall subcontract such expertise out to a sub-consultant.
2.	Are subcontractors required to be registered with the DIR (Department of Industrial Relations)	Yes, subs are required to be registered with the DIR.
3.	Under Stage 2, the RFP requests Field Verified Utility Mapping of existing utilities and drainage structures and possibly including pot holing. There is no mention of proposed utility relocation design or coordination. Also under Stage 2, the RFP requests Preparations of PS&E that list Utility Plans as part of the plan set. Can you please confirm whether or not utility relocation or proposed utility coordination is required to be included in our proposal? Requiring proposed utility coordination or design could require another member on our team.	Utility relocation coordination will be a part of this proposal. The anticipated work will be relocation and/or adjustments of utility poles, meters and vaults which conflict with proposed sidewalk improvements and/or utility conflicts with storm drain improvements (if any). No new utility facilities are anticipated under the scope of this RFP.

	<u>QUESTION</u>	<u>RESPONSE</u>
4.	Will the Prime Consultant be responsible for providing any required geotechnical engineering services under this contract	Same as question 1.
5.	Page 2 refers to 5 projects that “may” be included for the scope of services described in the RFP. Is this the extent of the list of projects? If not, can the County provide the full list?	The projects listed on Page 2 are the current projects and may include other projects.
6.	Are the consultant services contracts for one year or multi-year?	This is a three year contract with a mutually agreed upon option for a fourth year.
7.	Will sub-consultants need to complete the attached forms (Attachments B, C and E)? If yes, will original forms be required for sub-consultants?	Attachment B – Iran Contracting Act Compliance Certificate and Attachment E – Small Local Emerging Business (SLEB) Partnering Information Sheet are to be completed by the Prime. Subs do not need complete those forms. Attachment C – Exceptions and Amendments would only be completed by the sub if they were to have an exception or amendment that they are requesting.
8.	I am a sole proprietor SLEB ... Page 13 of the RFP states I must include my Department of Industrial Relations (DIR) registration number. As a sole proprietor who works for myself and by myself, I do not have any employees. And, I perform professional services such as environmental impact report preparation, land use planning, and public outreach. For the RFP, I would be teaming with an engineering firm who would serve as the prime consultant and I would be a sub-consultant. When I read the DIR criteria for registration, it seems that the registration does not apply to me. I included the link. <a href="http://www.dir.ca.gov/Public-Works/PublicWorksSB854FAQ.html">http://www.dir.ca.gov/Public-Works/PublicWorksSB854FAQ.html</a> Would you be able to confirm whether or not I need to register? There is a \$300 fee to register, so I do not want to register unnecessarily.	From the description of the services that you would be providing under the contract and the DIR's website definition it does not appear that you would be providing work that requires payment of prevailing wages and would not need to register with the DIR.

	<u>QUESTION</u>	<u>RESPONSE</u>
9.	With regards to the SLEB (Small Local Emerging Business) Enterprise requirement, does the business have to be registered both as Small <b>and</b> Emerging Business or can it be either Small or Emerging Businesses? For example, if a business that is registered just as a small business (SBE) would that count towards the SLEB 20% requirement?	The SLEB business is certified small or certified emerging and are always local. Usually not both small and emerging. Yes, a business certified small meets the SLEB 20% requirement.

End of questions and responses.