

November 22, 2011

**Requests for Qualifications
For the Regional Agency Headquarters Facility
At 390 Main Street, San Francisco:
Renovation and Seismic Retrofit Design**

**Questions & Answers 2:
From Proposers' Conference and Tour at 390 Main on November 16, 2011**

- Q1 Per RFQ, Section V, Form of Proposal, E. Qualifications and References, Subsection 2 (Pages 4-5), a preliminary staffing plan is to be provided, does the staffing plan need to include the assigned number of hours each person will work?
- A1 No.
- Q2 What areas of expertise are required to be included in the SOQ?
- A2 Refer to RFQ, Section II, Proposer Minimum Qualifications and Requirements, Subsection 2, Designers of Record (Page 3). At a minimum, this core team must be identified in the SOQ.
- Q3 Can the firm that is awarded the A/E contract bring on additional subconsultants as needed after the Contract is awarded?
- A3 Yes.
- Q4 In what phase do projects that are submitted in Portfolio Parts 1 and 2 need to be?
- A4 Refer to RFQ, Section V, Form of Proposal, Part F, Portfolio, First paragraph (Page 6).
- Q5 Are the original as-builts available for review?
- A5 Four sheets from the 1942 as-builts are posted as a representative example of the set's quality along with the set index at <http://bids.mtc.ca.gov/procurements/50>. (If your firm has the original set or a clean copy, please notify the Project Manager.)
- Q6 Where can I find due diligence documents, such as the Environmental Site Assessment?
- A6 Due diligence documents are posted at http://www.mtc.ca.gov/news/current_topics/9-11/headquarters.htm.

- Q7 Are subconsultants required to complete the following:
- A. A signed California Levine Act statement (Appendix C); and
 - B. A signed Insurance Provisions document (Appendix D-1)?
- A7
- A. Each subconsultant is required to provide a signed California Levine Act statement with the SOQ.
 - B. Subconsultants are not required to provide a signed Insurance Provisions document with the SOQ; however, the selected Prime Consultant will be required to ensure subconsultants whose subcontracts exceed \$25,000 provide the required levels of insurance.

Q8 For RFQ, Section V, Form of Proposal, how many copies of Part G, Cost Proposal and Part H, Financial Responsibility are proposers to submit, and in how many envelopes? Are these forms required of the Proposer and all subconsultants?

A8 The Proposer needs to submit one original only of Part H, Financial Responsibility, covering Proposer's finances only. BAHA will review all statements of Financial Responsibility and return prior to consultant selection.

The Proposer needs to submit one original only of Part G, Cost Proposal, covering Proposer's and all subconsultants' rates. BAHA will only review the Cost Proposal for the most qualified firm. Should BAHA determine at its sole discretion that the rates are unreasonable, or should BAHA and the most qualified firm fail to enter into a contract, BAHA will open the Cost Proposal for the second most qualified firm. This process will continue until BAHA enters into a contract. All other Cost Proposals will be returned unopened once a contract is executed.

The Proposer needs to submit Part G, Cost Proposal and Part H, Financial Responsibility in separate sealed envelopes. Please label the sealed Cost Proposal and Financial Responsibility envelopes as such.

Q9 Per RFQ, Section V, Form of Proposal, Part G, Cost Proposal, a schedule of Proposer's and subconsultants' hourly rates is to be provided. Please clarify what direct and indirect costs to include. Appendix E, Resource Rate Schedule is referred to as the example for Proposer's hourly rates. Should Proposer's Rate Schedule be submitted in the same format, restricted to the same information?

A9 Include all direct and indirect costs in the hourly rate. Appendix E, Resource Rate Schedule, is an example for Proposers to follow, but Proposers should provide a unit rate for any costs that can not be included in the hourly rate. A more detailed breakdown of rates and costs may be required after Consultant selection.

- Q10 How will the SOQs and interviews be scored?
- A10 Refer to RFQ, Section VI, SOQ Evaluation, Part C, Evaluation Criteria. SOQs will be scored based on these criteria, and interviews, if held, will be used to confirm the scoring.
- Q11 Per RFQ, Section V, Form of Proposal, Part H, Financial Responsibility, “The statements will not be considered part of the SOQ for purposes of the California Public Records Act and will be reviewed to determine responsibility only.” What is meant by “to determine responsibility?”
- A11 BAHA will review the submitted financial filings to determine if the Proposer has the financial capacity to complete the design of the BAHA Facility renovation and seismic retrofit.
- Q12 Who is the lead agency for preparation and approval of the California Environmental Quality Act (CEQA) document?
- A12 BAHA.
- Q13 What is the plan holders list found at <http://bids.mtc.ca.gov/procurements/50?>
- A13 The plan holders list is comprised of firms with personnel who registered via the above link as plan holders for this project. Firms are not required to register.