



ADRIENNE J. TISSIER, CHAIR  
Chair of MTC and BATA

March 21, 2012

AMY REIN WORTH, VICE CHAIR  
Vice Chair of MTC and BATA

**ADDENDUM NO. 1 TO  
REQUEST FOR QUALIFICATIONS (RFQ)  
FOR THE REGIONAL AGENCY HEADQUARTERS FACILITY  
AT 390 MAIN STREET, SAN FRANCISCO:  
LEASING AGENT AND PROPERTY MANAGEMENT SERVICES  
DATED MARCH 9, 2012**

TOM BATES  
Vice Chair,  
BATA Oversight Committee

DAVE CORTESE  
Chair,  
MTC Administration Committee

BILL DODD  
Chair,  
BATA Oversight Committee

Dear Proposer:

SCOTT WIENER  
Vice Chair,  
MTC Administration Committee

This letter is Addendum No. 1 to the Request for Qualifications (RFQ) for the Leasing Agent and Property Management Services at BAHA's Regional Agency Headquarters Facility (BAHA Facility) located at 390 Main Street, San Francisco, dated March 9, 2012. Where text is revised, deleted text is shown in strike-through format; added text is *italicized*. The RFQ is revised as follows:

STEVE HEMINGER  
Executive Director

ANN FLEMER  
Deputy Executive Director, Policy

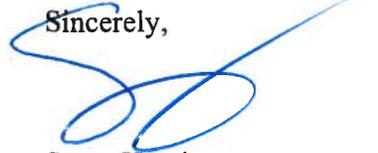
ANDREW B. FREMIER  
Deputy Executive Director, Operations

<u>Addendum Item</u>	<u>Reference</u>	<u>Change(s)</u>
1.	RFQ, Section VI. Form of Form of Statement of Qualifications, Article I, Page 7	<b><i>I. Other Information</i></b> <i>Submit for BAHA's review a copy of your firm's standard Leasing Agent and/or Property Management agreements. This information is for BAHA reference only, it will not be evaluated, nor does it commit BAHA to acceptance of any proposed terms and conditions.</i>
2.	RFQ, Appendix C-1, <u>Insurance Requirements</u> , Page 19	Appendix C-1, <u>Insurance Requirements</u> , is deleted in its entirety and replaced with the attached Appendix C-1, <u>Insurance Requirements</u> .

The remaining provisions of the RFQ, dated March 9, 2012, remain unchanged. In the event of a conflict between this addendum and the previous version(s), this addendum shall take precedence.

Any questions concerning this addendum to the RFQ should be directed to Teri Green, Project Manager, at (510) 817-5750 or [tgreen@mtc.ca.gov](mailto:tgreen@mtc.ca.gov).

Sincerely,



Steve Heminger  
Executive Director

SH: DR

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**APPENDIX C-1: INSURANCE REQUIREMENTS**

Minimum Insurance Coverages. Consultant shall, at its own expense, obtain and maintain in effect at all times the following types of insurance against claims, damages and losses due to injuries to persons or damage to property or other losses that may arise in connection with the performance of work under this Agreement, placed with insurers with a Best’s rating of A-X or better.

Yes (√)	<b>Please certify by checking the boxes at left that required coverages will be provided within five (5) days of BAHA’s notice to firm that it is the successful proposer.</b>
—	<u>Workers' Compensation Insurance</u> in the amount required by the applicable laws, and Employer’s Liability insurance with a limit of not less than \$1,000,000 per employee and \$1,000,000 per accident, and any and all other coverage of CONSULTANT’s employees as may be required by applicable law. Such policy shall contain a Waiver of Subrogation endorsement in favor of BAHA. Such Workers Compensation & Employers Liability may be waived, if and only for as long as CONSULTANT is a sole proprietor with no employees.
—	<u>Commercial General Liability Insurance</u> for Bodily Injury and Property Damage liability, covering the operations of CONSULTANT and CONSULTANT’s officers, agents, and employees and with limits of liability which shall not be less than \$1,000,000 combined single limit per occurrence with a general aggregate liability of not less than \$2,000,000, and Personal & Advertising Injury liability with a limit of not less than \$1,000,000. Expense for Indemnitee’s defense costs shall be outside of policy limits and such policy shall be issued on a Duty to Defend Primary Occurrence Form.  BAHA, MTC, BATA, and BAAQMD and their, directors, commissioners, officers, representatives, agents and employees are to be named as additional insureds. Such insurance as afforded by this endorsement shall be primary as respects any claims, losses or liability arising directly or indirectly from CONSULTANT’s operations.
—	<u>Business Automobile Insurance</u> for all automobiles owned, used or maintained by CONSULTANT and CONSULTANT’s officers, agents and employees, including but not limited to owned, leased, non-owned and hired automobiles, with limits of liability which shall not be less than \$1,000,000 combined single limit per accident.
—	<u>Umbrella Insurance</u> in the amount of \$5,000,000 providing excess limits over Employer’s Liability, Automobile Liability, and Commercial General Liability Insurance.
—	<u>Errors and Omissions Professional Liability Insurance</u> in an amount no less than \$2,000,000 per claim. If such policy is written on a “Claims-Made” (rather than an “occurrence”) basis, CONSULTANT agrees to maintain continuous coverage in effect from the date of the commencement of services to at least three (3) years beyond the termination or completion of services or until expiration of any

	<p>applicable statute of limitations, whichever is longer. The policy shall provide coverage for all work performed by the CONSULTANT and any work performed or conducted by any subcontractor/consultant working for or performing services on behalf of the CONSULTANT. No contract or agreement between the CONSULTANT and any subcontractor/consultant shall relieve the CONSULTANT of the responsibility for providing this Errors &amp; Omissions or Professional Liability coverage for all work performed by the CONSULTANT and any subcontractor/consultant working on behalf of the CONSULTANT on the project.</p>
<p>—</p>	<p><u>Property Insurance</u> covering CONSULTANT's own business personal property and equipment to be used in performance of this Agreement, materials or property to be purchased and/or installed on behalf of BAHA (if any), debris removal, and builders risk for property in the course of construction (if applicable). Coverage shall be written on a "Special Form" ("All Risk") that includes theft, but excludes earthquake, with limits at least equal to the replacement cost of the property. Such policy shall contain a Waiver of Subrogation in favor of BAHA. If such insurance coverage has a deductible, the CONSULTANT shall also be liable for the deductible.</p>
<p>—</p>	<p><u>Employee Dishonesty/Crime Insurance.</u> An Employee Theft insurance policy covering CONSULTANT's employees for loss of or damage to money, securities or other property resulting from theft. The following limits of liability should apply: (a) Employee Dishonesty - \$1,000,000; and (b) Client Property Blanket Bond - \$1,000,000. CONSULTANT shall reimburse BAHA for any and all losses within the deductible and for insured losses, the cost to prove the loss, accountants' fees, defense costs including attorneys and any other fees associated with a claim. In lieu of a Client Property Blanket Bond, the policy shall contain a Joint Loss Payee endorsement or other Third Party coverage naming BAHA.</p>

**Deductibles:** Any deductibles or self-insurance retentions over \$100,000 are subject to the approval of BAHA.

**Notice of Termination:** ~~All CONSULTANT policies shall provide that the insurance carrier shall give written notice to BAHA at least 60 days prior to cancellation, non-renewal or material change of coverage in the policy or policies, and shall provide notice of such change to BAHA and any other additional insured.~~ *All insurance specified above shall remain in force until all work or services to be performed are satisfactorily completed, all of CONSULTANT's personnel, subcontractors, and equipment have been removed from BAHA's property, and the work or services have been formally accepted. CONSULTANT must notify BAHA if any of the above required coverages are non-renewed or cancelled for any reason. The failure to procure or maintain required insurance and/or an adequately funded self-insurance program will constitute a material breach of this Agreement.*

**Additional Provisions:** Each policy or policies of insurance described in Commercial General Liability Insurance, above shall contain the following provisions:

- Inclusion of BAHA, MTC, BATA, and BAAQMD and their directors, commissioners, officers, representatives, agents and employees, as additional insured's with respect to work or operations in connection with this Agreement.

- Endorsement providing that such insurance is primary insurance and no insurance of BAHA will be called on to contribute to a loss.

**Certificates of Insurance:** Promptly on execution of this Agreement and prior to commencement of any work hereunder, CONSULTANT shall deliver to BAHA Certificates of Insurance verifying the aforementioned coverages. Such certificates shall make reference to all provisions and endorsements referred to above and shall be signed on behalf of the insurer by an authorized representative thereof. CONSULTANT agrees, upon written request by BAHA, to furnish copies of such policies or endorsements required under the Agreement prior to the Effective Date of the Agreement.

**Disclaimer:** The foregoing requirements as to the types of limits of insurance coverage to be maintained by CONSULTANT are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONSULTANT pursuant hereto, including, but not limited to, liability assumed pursuant to *Appendix C*, Indemnification.

**Subcontractor’s Insurance:** CONSULTANT shall require each of its subconsultants to provide the aforementioned coverages, unless such coverages are waived or reduced in writing by the BAHA Project Manager.

**By signing below, you acknowledge and agree to provide the required certificate of insurance providing verification of the minimum insurance requirements listed above within five (5) days of BAHA’s notice to firm that it is the successful proposer.**

Representative Name and Title	
Name of Authorizing Official	
Authorized Signature	
Date	

**NOTE: If you were unable to check “Yes” for any of the required minimum insurance coverages listed above, a request for exception to the appropriate insurance requirement(s) must be brought to BAHA’s attention no later than the date for protesting RFQ provisions. If such objections are not brought to BAHA’s attention consistent with the protest provisions of this RFQ, compliance with the insurance requirements will be assumed.**