



August 29, 2012
Addendum No. 1
to

REQUEST FOR QUALIFICATIONS
One Bay Area Grant Complete Streets: Policy Development and Implementation Workshops, Design and Engineering Workshops, Public Outreach Assistance and Technical Assistance
dated August 10, 2012

Dear Consultant:

This letter is Addendum No. 1 to the Request for Qualifications (“RFQ”) for One Bay Area Grant Complete Streets: Policy Development and Implementation Workshops, Design and Engineering Workshops, Public Outreach Assistance and Technical Assistance dated August 10, 2012. Where text is revised, deleted text is shown in strike-through format; added text is *italicized*. The RFQ is revised as follows:

<u>Addendum Item</u>	<u>Reference</u>	<u>Change</u>		
1.	RFQ, I. Statement of Qualifications Due Date , page 1	Interested firms must submit an original and five (5) copies, as well as one electronic PDF version, of their Statements of Qualifications (SOQs) by 12:00 4:00 p.m., Friday, August 31 Tuesday, September 4, 2012.		
2.	RFQ, XII. Consultant Selection Timetable , page 9	<table border="1"> <tr> <td>12:00 4:00 p.m., Friday, August 31 Tuesday, September 4, 2012.</td> <td>Closing date/time for receipt of proposals</td> </tr> </table>	12:00 4:00 p.m., Friday, August 31 Tuesday, September 4, 2012.	Closing date/time for receipt of proposals
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3.	RFQ, VI. Minimum Qualifications page 3	The Consultant or Consultant team has a Project Manager who has played a similar role in the last five (5) years on a minimum of three (3) projects that <i>required experience with policy development and implementation in multi-modal design, transit engineering policy, transit and/or pedestrian circulation tools, or other programs like “Better Streets” in San Francisco</i> substantially similar to the tasks listed in <i>Appendix A</i>		

Adrienne J. Tissier, Chair
San Mateo County

Amy Rein Worth, Vice Chair
Cities of Contra Costa County

Tom Azumbrado
U.S. Department of Housing and Urban Development

Tom Bates
Cities of Alameda County

David Campos
City and County of San Francisco

Dave Cortese
Santa Clara County

Bill Dodd
Napa County and Cities

Dorene M. Giacomini
U.S. Department of Transportation

Federal D. Glover
Contra Costa County

Mark Green
Association of Bay Area Governments

Scott Haggerty
Alameda County

Anne W. Halsted
San Francisco Bay Conservation and Development Commission

Steve Kinsey
Marin County and Cities

Sam Liccardo
Cities of Santa Clara County

Jake Mackenzie
Sonoma County and Cities

Kevin Mullin
Cities of San Mateo County

Bijan Sartipi
State Business, Transportation and Housing Agency

James P. Spering
Solano County and Cities

Scott Wiener
San Francisco Mayor's Appointee

Steve Heminger
Executive Director

Ann Flemer
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

<p>4.</p>	<p>RFQ, APPENDIX A PRELIMINARY SCOPE OF WORK, Task 1B, page 12</p>	<p>Task 1B: Facilitate Conduct Complete Streets Policy and Implementation Workshops</p> <p>Under this task, the selected Consultant will facilitate <i>conduct</i> Complete Streets policy and implementation workshops developed in Task 1A. <i>Each workshop should be approximately four (4) hours, to be held at each client jurisdiction location..</i></p> <p><i>For each workshop, Consultant shall coordinate with MTC staff on meeting logistics, including an agenda, schedule, supplies like document copies, and guest speakers or presenters appropriate to policy development and implementation for Complete Streets.</i></p> <p><u>Facilitate Conduct Policy Development and Implementation Workshop:</u> Assist MTC in <i>conducting</i> workshops for local jurisdictions by County. The following schedule has been tentatively established:</p> <table border="1" data-bbox="889 1062 1523 1325"> <tr> <td>SCTA/TAM</td> <td>10/23/12</td> </tr> <tr> <td>NCTPA</td> <td>9/6/12 TBD</td> </tr> <tr> <td>STA</td> <td>8/21/12 TBD</td> </tr> <tr> <td>CCAG</td> <td>9/25/12</td> </tr> <tr> <td>SFCTA</td> <td>TBD</td> </tr> <tr> <td>ACTC/CCTA</td> <td>9/24/12</td> </tr> <tr> <td></td> <td></td> </tr> </table>	SCTA/TAM	10/23/12	NCTPA	9/6/12 TBD	STA	8/21/12 TBD	CCAG	9/25/12	SFCTA	TBD	ACTC/CCTA	9/24/12		
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<p>5.</p>	<p>RFQ, APPENDIX A PRELIMINARY SCOPE OF WORK, Task 2, page 12</p>	<p>Task 2: Develop and Implement Complete Streets Context Sensitive Design and Engineering Workshop Series Assist MTC in developing and facilitating <i>presenting</i> a series of workshops in partnership with the county congestion management agencies (CMA's) in street design guidance and engineering from a context sensitive perspective.</p> <ul style="list-style-type: none"> • <u>Meeting Design and Facilitation Presentation:</u> Assist MTC and partner agencies in designing interactive workshops and meetings to promote dialogue and engagement among interested stakeholders. Assist in developing presentations, meeting materials, and innovative concepts in street design. Facilitate <i>Attend</i> meetings 														

		<i>with MTC staff</i> as needed and assist in determining future Complete Streets educational needs.
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Questions and Answers regarding this RFQ are enclosed with this Addendum. The remaining provisions of the RFQ, dated August 10, 2012, remain unchanged. In the event of a conflict between this Addendum and the previous version(s), this Addendum takes precedence.

Any questions concerning this addendum to the RFQ should be directed to Annie Young, Project Manager, at (510) 817-5754 or ayoung@mtc.ca.gov.

Sincerely,


Steve Heminger
Executive Director

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REQUEST FOR QUALIFICATIONS (RFQ)
One Bay Area Grant Complete Streets: Policy Development and Implementation Workshops, Design and Engineering Workshops, Public Outreach Assistance and Technical Assistance
dated August 10, 2012

Proposers' Conference and Submitted Questions and Answers
August 29, 2012

Q1: Are the Minimum Qualifications for Tasks 1A and 1B too restrictive, in that they appear to specifically require "Complete Streets" policy development and implementation experience, while Complete Streets is a new program?

A1: See Addendum No. 1.

Q2: Is there a preference for teams qualifying for 1, 2 or 3 vs. all three tasks?

A2: There is no preference; we want to utilize consultants based on qualification per task.

Q3: As this is a qualification based submittal, will you deal with budget negotiation after a consultant selected?

A3: Yes. Since all work will be by task order, the budget for each task order will be negotiated after the consultant(s) is selected. However, note that cost effectiveness, including hourly rates and the basis for escalation over term of contract, is an evaluation factor.

Q4: What is the budget for this project?

A4: See RFQ Section VII.

Q5: Is there flexibility in the deadlines for the Tasks to be completed by June 30, 2013?

A5: Task 1 completion is tied to the January 30, 2013 deadline for jurisdictions to comply with One Bay Area Grant requirements, including adopting the Complete Streets resolution or passing a circulation element in their general plan update. Policy workshops must be completed in Fall 2012. (See RFQ, Appendix A, Preliminary Scope of Work, Task 1B, page 12, and Addendum No.1). Tasks 2 and 3 have some flexibility, but MTC expects the work to conclude by June 30, 2013.

Q6: How long will each workshop under Task 1B be?

A6: Approximately four (4) hours. (See Addendum No. 1.)

Q7: Where will each workshop under Task 1B be held?

A7: The workshops will be held at each client jurisdiction. (See Addendum No. 1)

Q8: Who will the attendants be at each Task 1B workshop?

A8: Primarily jurisdiction staff, for example planning department staff, city attorney department staff, etc.

Q9: Is the selected consultant for Task 1B expected to provide guest speakers or presenters?

A9: MTC staff may attend as guest presenters, however the selected firm should decide on appropriate speakers or presenters. (See Addendum No. 1).

Q10: Is the selected consultant expected to prepare an agenda for the Task 1B workshop?

A10: Yes, however, MTC staff will assist with the agenda. (See Addendum No. 1)

Q11: Do subconsultants need to provide a writing sample?

A11: Firms submitting SOQs should use their own judgement in deciding whether to submit a writing sample from a subconsultant. If the SOQ relies heavily on the qualifications of one or more subconsultants, submission of a writing sample is advisable, but not required.

Q12: How will MTC staff support consultant?

A12: MTC staff will assist with scheduling, logistics, making copies of documentation for workshops, and will provide assistance in the final selection of speakers.

Q13: How many cities comply with the Complete Streets Act of 2008 (Act)?

A13: Approximately four cities have passed a general plan update that complies with the Act. Many cities will need assistance with developing and passing their resolution and general plan amendments.

Q14: How will MTC accept or deem compliance with the Act?

A14: If a jurisdiction believes that their circulation element of their general plan complies with the Act, MTC asks that they self-certify via a letter from their city attorney/manager stating such. They can also pass a resolution that states their compliance.

Q15: Has MTC started work on any of these tasks?

A15: For Task 1, MTC has a 'sample resolution' the jurisdictions can use, in addition to the final nine (9) requirements for One Bay Area Grant (OBAG) Complete Streets elements. With the workshops, MTC's goal is to help the jurisdictions to gain a sense of how the nine elements work, what adopting meaningful policy looks like and improve their ability to implement their own policy. Proposers can link to sample resolution and Final OBAG Complete Streets requirements here:

http://apps.mtc.ca.gov/meeting_packet_documents/agenda_1910/05b.i_Complete_Streets_OBAG_Reso_Guidance_final.pdf

For Task 2, MTC has done similar workshops. Proposers can link to examples of similar workshops here:

1) Complete Streets Design/engineering

a. Trends

http://mtc.ca.gov/planning/bicyclespedestrians/training/materials/2010_MTC_intro_trends.pdf

b. Good Streets

http://mtc.ca.gov/planning/bicyclespedestrians/training/materials/2010_MTC_morning_part1_goodstreets.pdf

c. Planning Tools

http://mtc.ca.gov/planning/bicyclespedestrians/training/materials/2010_MTC_afternoon_part1_planningtools.pdf

d. Design Innovations

http://mtc.ca.gov/planning/bicyclespedestrians/training/materials/2010_MTC_afternoon_part2_designinnovations.pdf

e. Walkabout audit

http://mtc.ca.gov/planning/bicyclespedestrians/training/materials/Sunnyvale_Recommendations.pdf

2) Tech Transfer Seminar Complete Streets Workshop 6/28/11

http://www.mtc.ca.gov/services/arterial_operations/downloads/6-28-11/Complete_Streets.pdf

Q16: Are subconsultants required to submit any of the forms requested in the RFQ?

A16: Yes, a signed California Levine Act Statement and Insurance Form (Appendices C and D-1). DBE forms are not required at this time.

Q17: Can the insurance requirements listed in Attachment E, Section 5, that require Professional Liability at \$5 million per claim be lowered to \$2 million per claim?

A17: For the correct insurance requirements, see RFQ, Appendix D-1, Insurance Requirements, page 21, Errors and Omissions Professional Liability Insurance (if applicable) in an amount not less than \$1,000,000.

Q18: Can the indemnification language in Appendix D, Sample Consultant Agreement Section 9 Indemnification, be changed to reflect California Civil Code 2782.8 governing design professional services?

A18: No, this RFQ is not subject to CC 2782.8.

Q19: Can the language in Appendix D, Sample Professional Service Agreement Section 11 Ownership of Work Product be revised to add the following language?

Any reuse or modification of work products for purposes other than use in the Project defined task order(s) issued under this Agreement shall be at MTC's sole risk and with any and without any liability to CONSULTANT.

A19: No, the sample Professional Service Agreement Section 11, Ownership of Work Product may not be revised to add the requested language.