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February 11, 2013  
Addendum No. 2  
to

**REQUEST FOR QUALIFICATIONS  
ON-CALL TECHNICAL ASSISTANCE  
TRANSPORTATION ENGINEERING AND PLANNING**

dated January 22, 2013

Dear Consultant:

This letter is Addendum No. 2 to the Request for Qualifications for On-Call Technical Assistance Transportation Engineering and Planning dated January 22, 2013 ("RFQ"). 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, Section III, MINIMUM QUALIFICATIONS, subsection A. Minimum Qualifications – Service Category A, Data Collection, page 3	1. The Consultant has successfully completed, <i>or has on-going as of at least six (6) months prior to the date of this RFQ</i> , at least two (2) data collection efforts costing at least \$30,000 each in the past <del>three (3)</del> <i>five (5)</i> years including some of the types of data collection efforts described in Service Category A, Appendix A, Preliminary Scope of Work.
2.	RFQ, Section III, MINIMUM QUALIFICATIONS, subsection B. Minimum Qualifications – Service Category B, Traffic Analysis, page 3	1. The Consultant has successfully completed at least two (2) projects (at least 1 project in the Bay Area) substantially similar to what is described in <i>Appendix A, Preliminary Scope of Work</i> for at least four out of six sub-categories (B1 through B6) in the past <del>three (3)</del> <i>five (5)</i> years. Projects may overlap between sub-categories.  3. The Consultant and each subcontractor must identify a lead staff for each of the subcategories for which they intend to qualify <del>for</del> . Lead staff identified <del>in the proposed task(s) for each subcategory</del> must individually <del>have held a similar role in at least two (2) projects</del> <i>demonstrate experience as a lead in areas substantially similar to the work in Attachment A, Preliminary Scope of Work within the past three (3) years.</i>

3.	RFQ, Section III, MINIMUM QUALIFICATIONS, subsection B. Minimum Qualifications – Service Category C, General Planning Support, page 3	1. The Consultant has successfully completed at least two (2) planning-level express lane projects in the past <del>three (3)</del> five (5) years.
4.	RFQ, Section V.FORM OF STATEMENT OF QUALIFICATIONS, paragraph one, page 5.	Sections that should be included in each SOQ are described below. <i>One SOQ may address any or all Service Categories.</i>
5.	RFQ, Section V.FORM OF STATEMENT OF QUALIFICATIONS, RFQ, J. Forms and Certificates, pages 6-7	<p>1. A signed California Levine Act statement (Appendix B) <i>for each Consultant and any subconsultants</i></p> <p>3. A signed Certification Regarding Debarment, Suspension, and Other Responsibility Matters (Appendix D-1); <i>for each Consultant and any subconsultants</i></p> <p>4. A signed Certification of Restriction on Lobbying (Appendix D-2) <i>for each Consultant and any subconsultants</i></p>
6.	RFQ, Section V.FORM OF STATEMENT OF QUALIFICATIONS, subsection F. References, page 6	Three references <i>for each prime consultant and one reference for each subconsultant attesting who can attest to Proposer's that consultant's previous experience in performing work substantially similar or related to the services proposed for which the consultant wishes to be considered as qualified.</i> Please provide the names of current clients, along with the names and telephone numbers of client contact person(s) for each reference. (Not to exceed 1 page <i>for all references provided.</i> )
7.	RFQ, Appendix C, Article 9, Indemnification, subsection B, paragraph 2, page 6	Consultant further agrees to defend any and all such claims, actions, suits or other legal proceedings and pay all <i>reasonable</i> charges of attorneys and all other <i>reasonable</i> costs and expenses of defenses as they are incurred. If any judgment is rendered against any of the MTC Indemnified Parties <i>for demands, claims, suits or actions arising under subsections A. and B. of this Article,</i> Consultant shall at its expense, satisfy and discharge same.

The remaining provisions of the RFQ remain unchanged. In the event of a conflict between this Addendum and the previous version(s), this Addendum takes precedence.

Questions and Answers regarding this RFQ are enclosed with this Addendum.

Any questions concerning this Addendum to the RFQ should be directed to Abhishek Parikh, Project Manager, at (510) 817-5878 or [aparikh@mtc.ca.gov](mailto:aparikh@mtc.ca.gov).

Sincerely,



Steve Heminger  
Executive Director

SH:AP

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**METROPOLITAN TRANSPORTATION COMISSION**  
**ON- CALL TECHNICAL ASSISTANCE**  
**TRANSPORTATION ENGINEERING AND PLANNING RFQ**

**Proposer's Conference January 31, 2013**  
**and Requests for Clarifications and Exceptions**

**Questions and Answers, February 11, 2013**

- Q1: To submit qualifications for all three service categories does the consultant need to submit a separate Statement of Qualifications (“SOQ”) for each category?**
- A1: No. A separate SOQ for each Service Category does not need to be submitted. Please see Request for Qualifications (RFQ) Addendum No. 2, Item No. 4.
- Q2: Is this RFQ a rebid of the previous contract? If so, who were the previous consultants?**
- A2: This is not a rebid of the previous contract. Kittelson and Associates and Atkins are the on-call consultants for MTC for the previous contract.
- Q3: Will MTC require prevailing wages?**
- A3: Based on the Preliminary Scope of Work, MTC does not anticipate work under any contract resulting from this RFQ will require the payment of prevailing wages. However, should a prevailing wage requirement apply to any work resulting from this RFQ, consultants will be responsible for such prevailing wage.
- Q4: Can you clarify what is meant by a “bench”? Does MTC have a certain number of firms or teams it will select for Service Categories A, B and C?**
- A4: A bench is a pre-selected list of Consultants (or Consultant Teams) to provide specific type of services (e.g., Transportation Engineering and Planning Services). These Consultants are called upon to perform work on an “as needed” basis by issuing task orders. MTC does not have a predetermined number of Consultants that it will select for the bench. MTC expects to select multiple Consultants for each service category. Please see RFQ, Letter of Invitation, Section III, SCOPE OF WORK, FUNDING AND METHOD OF PAYMENT, page 2, at paragraph 3, which states, “Selection to be on the bench does not guarantee that a contract will be awarded.”
- Q5: Once a consultant is selected on the bench, and a project/task work is needed, do Consultants on the bench still need to compete?**
- A5: Please see RFQ, Section IV. SCOPE OF WORK, BUDGET AND METHOD OF PAYMENT, subsection B. Evaluation, page 5, which states:

When a task is needed, MTC reserves the right to select one Consultant from the bench, or to ask one or more of the Consultants on the bench for an estimate of hours and cost for that project, and to select the Consultant best suited in terms of cost, availability and past experience.

MTC reserves the right to assign all tasks to one Consultant, to assign multiple tasks to one Consultant, to assign portions of a given task to two or more Consultants, and to refrain from

assigning any or all of these tasks. Any of the tasks could be assigned at any point during the period covered by this RFQ. A contract could be written at the outset of the period covered by this RFQ, or as tasks are needed.

**Q6: Will there be any need for writing specifications?**

A6. At this time, MTC does not anticipate any work that would require detailed design/specifications. However, MTC may need planning-level cost estimates for certain tasks.

**Q7: If the work under this contract eventually leads to construction/implementation work, will the Consultant under this contract be precluded from bidding on procurement for that construction/implementation work?**

A7. MTC does not preclude firms from submitting qualifications or proposals for any project, but all contractual relationships with MTC are subject to MTC's Organizational Conflict of Interest requirements. Please see RFQ, Section VII, GENERAL CONDITIONS, subsection G. Organizational Conflicts Of Interest, page 8.

**Q8: Will any work resulting from planning level work, e.g., PSR, PS&E etc. be a part of any contract under this RFQ?**

A8. No. This contract will cover work for planning-level analysis only. Please see RFQ, Appendix A, Preliminary Scope of Work, page 15. Implementation and/or project delivery work resulting from tasks performed under this contract will be performed under a separate procurement and/or contract.

**Q9: Can a firm submit multiple SOQs or be a subconsultant on multiple teams?**

A9: A firm can only submit only one SOQ as a prime Consultant. However, they may be included on another prime Consultant's SOQ as a subconsultant.

**Q10: What is the deadline for clarifications/exceptions to RFQ provisions?**

A10: Any clarification/exception to the RFQ provisions must be received before 2 p.m. PST, February 4, 2013 in order to receive a guaranteed response. See RFQ, Letter of Invitation, Section IX, Selection Timetable, page 3.

**Q11: Does the assigned Project Manager have to be from the prime Consultant's firm or can they be from the subconsultant firm?**

A11. The Project Manager for Service Category A and Service Category C can be from either a prime Consultant or a subconsultant's firm. However, Project Manager(s) for Service Category B must be from the prime Consultant's Firm.

Please see RFQ, Section III, Minimum Qualifications, subsections A and C, and in particular subsection B at paragraph 2, which states, "2. The Project Manager *representing the prime Consultant* must be a licensed engineer (Civil or Traffic) and have at least three (3) years of overall project management experience performing work similar to that described in Service Category B, Appendix A" (emphasis added). See also Addendum No. 2, Item 2.

**Q12: Is MTC looking for a firm’s qualifications or a proposed team’s qualifications, to evaluate if the Consultant or the Consultant team meets the minimum qualifications?**

A12: MTC will evaluate the SOQs based on the qualifications of the Consultant along with any subconsultants, who together must meet the minimum qualifications described in the RFQ, Section III, MINIMUM QUALIFICATION (“MQs”). Please see RFQ, Section II, AREA OF CONSULTANT EXPERIENCE, page 2, at paragraph one.

**Q13: How many projects are needed to meet the minimum qualifications for Service Category A or Service Category C?**

A13: For Service Category A or C, two projects are needed to meet the MQs. Please see Section III, MINIMUM QUALIFICATIONS, subsection A. Minimum Qualifications – Service Category A, Data Collection.

**Q14: Being an on-call data collection consultant for various cities in the Bay Area, tasks are assigned on an as-needed basis throughout the year. Given that work comes in separate tasks, would MTC consider a cumulative dollar amount to meet the minimum qualification for two data collection projects with over \$30,000 in budget?**

A14: Experience with two data collection projects that cost over \$30,000 each are required to meet the MQ. Cumulative dollar amounts cannot be considered in lieu of this requirement. Please see Section III, MINIMUM QUALIFICATIONS, subsection A. Minimum Qualifications – Service Category A, Data Collection.

**Q15: In Service Category A, minimum qualifications require the Consultant team to have performed similar projects in the last three years, but it does not mention if the project has to have been “completed” in the past three years. Therefore, can on-going projects be included as qualifications?**

A15: Yes. See RFQ, Addendum No. 2, Item No. 1.

**Q16: For Service Category B, how many projects are needed to meet the minimum qualifications? Can these projects overlap?**

A16: For Service Category B, MQs require two projects each for at least four of the six subcategories. Projects may overlap subcategories. Please see RFQ, Section III, MINIMUM QUALIFICATIONS subsection B.

**Q17: Do consultants need to provide three (3) references overall, just for the prime firm, or 3 references per firm on the team?**

A17. Please see RFQ, Addendum No. 2, Item 6.

**Q18: Who performed the ramp metering feasibility and implementation studies in the previous FPI cycle?**

A18. Kittelson and Associates and Atkins did most of this work.

**Q19: Is it your intent to spread out the Disadvantaged Business Enterprise (“DBE”) work over many task orders?**

A19. DBE opportunities will be evaluated and DBE goals will be set upon the issuance of each task order under any contract resulting from this RFQ. Please see RFQ, Section VII, GENERAL CONDITIONS, H. Disadvantaged Business Enterprise (DBE) Policy, which

states, “MTC will establish Disadvantaged Business Enterprise (DBE) goals for each task order issued under any contract that includes federal funds entered into as a result of this RFQ.”

**Q20: Since MTC does not know the percentage of DBE at this time, can DBE sub consultants be added later?**

A20: Because contracts resulting from this RFQ will be task order based, and DBE goals will be set at the task order level, MTC anticipates that it may be necessary to add subconsultants when task orders are formulated, in addition to those identified in SOQs. However, MTC also anticipates that consultants submitting SOQs will use the *Attachment A, Preliminary Scope of Work* to identify subcontracting opportunities for DBEs as early as possible, including during the SOQ phase.

**Q21: In the RFQ, are the page limit requirements for staff resumes per service category or for a total of all service categories?**

A21: The maximum limit for staff resumes is eight pages – combined for all Service Categories. If the Consultant is proposing on less than three Service Categories, then an SOQ with fewer than eight pages of resume may be submitted.

**Q22: Are resumes allowed in an appendix?**

A22: No. Resumes are not allowed in an appendix. Please see RFQ, Section V, FORM OF STATEMENT OF QUALIFICATIONS, subsection D. Staff Qualification and Experience, page 5, for direction on including staff qualifications, including page limits.

**Q23: Would MTC accept project qualifications that are more than three years old?**

A23: Please see Addendum No. 2, Items 1, 2 and 3, which revise MQs so that projects within five (5) years are acceptable.

**Q24: Can traffic data collection efforts as a subconsultant to other major traffic engineering firms be used as a qualification?**

A24. Any work performed by a firm either as a Prime Consultant or as a Subconsultant can be used as a qualification to the extent of the firm’s role in the project.

**Q25: Some data collection work does not include preparing reports, but just compilations of data in the traffic count sheets. Would MTC consider that as a work sample?**

A25: Compilation of data is can be considered as a final work sample.

**Q26: Can a Table of Contents page be included after the Title page? This will add one page to the total submission?**

A26: Yes. A Table of Contents page may be included, which will not be counted towards the final page limits.

**Q27: For the price proposal, how many sealed envelopes are required? One sealed envelope along with seven paper copies or one sealed envelope for each paper copy submitted?**

A27: Only one sealed envelope is required.

**Q28: In Service Category A, one of the work items listed is “bottleneck throughput.” Can this be explained in more detail?**

A28: “Bottleneck throughput” is simply the count "within" the bottleneck section which is indicative of the capacity of the bottleneck section.

**Q29: For the insurance coverage, if a firm, at this time, carries Professional Liability with a \$1,000,000 limit per claim, would this coverage be acceptable for Service Category A, Data Collection?**

A29: If a firm is submitting an SOQ for only this Service Category, and is selected for the bench in that Service Category, MTC may consider a request to lower the insurance requirement following the firm’s selection.

**Q30: Are Tabs OK to include?**

A30: Yes, Tabs are OK to include.

**Q31: Do subconsultants need to sign all of the forms provided (Appendix B, Appendix C-1, Appendix D-1, Appendix D-2, and Appendix D-3)?**

A31: Yes. Please see Addendum No. 2, Item 3.

**Q32: Is the subconsultant information required on the Title Page. If so, is the other relevant information for the subconsultant required on the Title page (address, telephone, fax, contact person, email)?**

A32: No, subconsultant information is not required on the Title page. This information for the subconsultant can be included under the subconsultant firm description.

**Q33: Is an electronic copy of the Cost Proposal required? If so, can the electronic version of the Price Proposal be provided on the same CD as the electronic version of the Technical Proposal?**

A33: Only one sealed envelope with cost proposal is required. No electronic version is required. Please see RFQ, Section V., FORM OF STATEMENT OF QUALIFICATIONS, subsection H, Price Proposal, which requires the Price Proposal in a separate, sealed envelope.

**Q34: Do front and back covers, clear covers, dividers, table of contents, table of lists and figures count towards page limits?**

A34: No. These do not count towards page limits.

**Q35: Should teams provide at least one work sample for each Service Category (Section V.G)? Are there a maximum number of work samples that can be shown?**

A35: The prime Consultant must provide a work sample. Only one work sample must be provided. Work sample may be submitted with the electronic copy of the SOQ.

**Q36: Can 11x17 paper be used? Will it count as 4 pages (2 - 8.5x11 sheets with printing on both sides) or 2 pages?**

A36: Paper must be 8.5 x 11.

**Q37: Does MTC require the Consultant to name MTC as an additional insured on workers compensation, employer liability or professional liability insurance?**

A37: No.

**Q38: The Insurance Requirements also state that the Consultant shall require each of its subcontractors to provide the aforementioned coverages which includes professional liability insurance in the amount of \$5,000,000 per claim. Will MTC consider waiving and/or reducing this requirement for subcontractors?**

A38: The RFQ does not include a specific requirement that subcontractors provide proof of insurance as the coverages stated in *Appendix C-1*, INSURANCE REQUIREMENTS. Please see RFQ, *Appendix C*, Standard Consultant Agreement, Attachment E, Insurance and Financial Security (Bond) Provisions, for the insurance relationship between a Consultant and its subconsultants, subcontractors, suppliers, temporary workers, independent contractors, leased employees, or any other persons, firms or corporations that Consultant authorizes to work under an agreement resulting from this RFQ.

See also, *Appendix C-1*, INSURANCE REQUIREMENTS, that states, “Subcontractor’s Insurance: See Appendix C, Standard Consultant Agreement, at Attachment E, regarding CONSULTANT’S liability for Subcontractors.”