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October 23, 2013

Addendum No. 1

to

REQUEST FOR PROPOSALS

BAIFA Express Lane Program Management Consultant

dated September 25, 2013

Dear Consultant:

This letter is Addendum No. 1 to the Request for Proposals (RFP) for BAIFA Express Lane Program Management Consultant, dated September 25, 2013. Where text is revised, deleted text is shown in strike-through format; added text is *italicized*. The RFP is revised as follows:

<u>Addendum Item</u>	<u>Reference</u>	<u>Change</u>
1.	RFP, Section V. Consultant Selection Timetable, page 7	Wednesday, January <i>February</i> 26, 2014* BAIFA Approval
2.	RFP, Section VII. Form of Proposal, page 9	Each proposal shall not exceed 75 letter-size (8 ½ by 11 inch) pages (not including title page, transmittal letter, table of contents, <i>key personnel</i> staff resumes, conflict of interest mitigation strategy, writing samples, and annual and quarterly financial filing) with a font size of 11 2 point or larger and must include the following:
3.	RFP, Section VII. Form of Proposal, Section E. Work Plan, page 10	This section should present a work plan for the tasks in Project Elements I and II described in <i>Appendix A, Scope of Work</i> . <i>The work plan may include additional tasks recommended to achieve the project goals.</i> The work plan should not address tasks in Project Element III. The proposed work plan should:
4.	RFP, Section VII. F. Qualifications and References, page 11	2. Identify and provide examples of additional qualifications relevant to the successful completion of the Appendix A, Scope of Work attached as Appendix A. 3. Identify key personnel (including subcontractor personnel) and briefly discuss individual qualifications to perform each task. Identify the physical location of team members' offices. <i>Include resumes of Each key personnel. Each key personnel resume shall not exceed two pages.</i>

5.	RFP, Section VII.G. Cost Proposal, page 12	Provide the cost proposals listed below using the formats and directions provided in <i>Appendix B, Format for Presentation of Cost Proposals</i> . <i>If the proposer included additional tasks, the Cost Proposal shall not increase the budget provided in RFP section III.C, Budget to accommodate these tasks. If the costs for additional tasks can be accommodated within the budget provided in RFP section III.C, Budget, proposers shall identify these costs. Otherwise costs for these tasks shall not be identified within the cost proposal.</i> Budgets should reflect any anticipated cost increases (e.g., due to salary increases, staff promotions, cost of living, etc.) through FY2016-17. The cost proposals shall become part of the resulting contract. Directions for submitting each cost proposal are provided in the cost proposal forms.
6.	RFP, Section VII.H. Conflicts of Interest, pages 12 to 13	<p>Conflicts of Interest Identified by BAIFA</p> <p>The prime consultant or member of a joint venture for a design or construction management contract for BAIFA Express Lanes as described on Figure 1 of this RFP is not eligible to submit a proposal as a prime consultant or member of a joint venture in response to this RFP. This restriction applies whether the design or construction management contract is held by BAIFA, ACTC, CCTA, or STA.</p> <p>In addition, the prime consultant awarded this program management contract will be ineligible to submit proposals as the prime consultant on the following future/<i>concurrent</i> procurements: 1) Design or construction management contracts, <i>including the BAIFA Express Lanes Utility Coordinator</i>, for express lanes to be operated by BAIFA, and 2) The BAIFA Toll System Integrator.</p>
7.	RFP, Section VII.H. Conflicts of Interest, page 14, Chart Heading	Firm Holds a Design or Construction Management Contract, including for the BAIFA Utility Coordinator for Express Lanes in the Bay Area
8.	RFP, Section VIII.D. Proposal Evaluation, Evaluation Panel and Evaluation Criteria, page 16	<ol style="list-style-type: none"> 1. Approach and Work Plan (40%) <ol style="list-style-type: none"> a. Thoroughness, appropriateness, clarity, logic, and risk of Proposer's work plan carrying out the tasks listed in Project Elements I and II of <i>Appendix A, Scope of Work</i>, as well as any additional tasks

		<i>proposed.</i>
9.	RFP, <u>Appendix B, Format for Presentation of Cost Proposal</u> , Cost Proposal #2: Project Budget by Task by Year, page 35	<i>Instructions for Completing Tables A – D: 14. If proposers included additional tasks, Cost Proposals shall not increase the budget provided in RFP section III.C, Budget to accommodate these tasks. If the costs for additional tasks can be accommodated within the budget provided in RFP section III.C, Budget, proposes shall identify these costs and may add rows within Cost Proposal #2 to show these tasks.</i>

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

Questions and Answers are included with this Addendum.

Any questions concerning this Addendum to the RFP should be directed to Lisa Klein, Project Manager, at (510) 817-5832 or lklein@mtc.ca.gov.

Sincerely,



Andrew B. Fremier
Deputy Executive Director, Operations

AF:LK

October 23, 2013

REQUEST FOR PROPOSALS (RFP)
BAIFA Express Lane Program Management Consultant
dated September 25, 2013

Proposers' Conference and Submitted Questions and Answers

- Q1. If a proposer adds additional tasks in Part I and Part II, should we add cost for the task?
A1. Please see Addendum #1, items 3, 5 and 9.
- Q2. How likely is BAIFA to mobilize the Task Order tasks?
A2. It is BAIFA's intent to mobilize some if not all of the Task Order tasks (Part II of the scope). However, whether BAIFA ultimately does so will depend on the strength of the selected consultant as well as the express lane program's evolving needs.
- Q3. How many people currently work on the existing Program Management Consultant contract?
A3. At the current time, the existing Program Management Consultant contract allocates approximately 4 full time equivalent positions to the project. Please see RFP, *Section I. MTC, BATA, BAIFA and Project Description*, page 3 for a discussion of the existing contract's scope and the scope in this procurement.
- Q4. Who wrote the existing Public Involvement & Communications approach?
A4. BAIFA staff wrote the existing Public Involvement & Communications, with the assistance of consultants, HDR, Inc. and CirclePoint.
- Q5. How well developed is the existing Public Involvement & Communications approach?
A5. The existing Public Involvement & Communications approach (Approach) is a high-level working document that will evolve with the program. Subsequent, more-detailed strategies are being developed, or will be developed, for the four different outreach "tracks" that are described in the Approach. For example, BAIFA is working with CirclePoint on a project-level stakeholder outreach strategy for the environmental process for the I-680 Alcosta Blvd. to Livorna Rd./Rudgear Rd. project. BAIFA envisions there will also be a detailed customer education/communications plan developed in the next six months.
- Q6. What type of project controls system does BAIFA currently use?
A6. BAIFA's program schedule is in Microsoft Project. BAIFA currently tracks costs in Excel. BAIFA's work breakdown structure, which is available on the website as a background document for this procurement, is the basis for our filing system.

- Q7. How are the express lane projects being coordinated among the operating and implementation partners?
- A7. BAIFA, Caltrans, California Highway Patrol (CHP) and the congestion management agencies meet regularly to coordinate express lane implementation. The following table provides a description of regularly scheduled meetings:

	Primary Participants*	Meeting Frequency	Subject Matter
Executive Steering Committee	Executive staff and project directors	Monthly	Regional coordination on policy, public information and operations. Upcoming BAIFA items.
Technical Working Group	Technical staff	Monthly	Concept of Operations; regional coordination
Public Information Working Group	Public information staff	Monthly	Public outreach strategy, schedule and materials
CMA-BAIFA staff	Project directors - BAIFA and CMA staff only.	Monthly	Coordination on project delivery. Upcoming ESC and BAIFA topics.
Corridor Working Groups (coordinated by CMA staff)	Project directors, BAIFA, Caltrans District 4 and CMA staff only	Quarterly, by corridor	Coordination among express lanes and other corridor projects. Policy and project delivery.

* Unless noted, meetings are coordinated by BAIFA and participants include staff from BAIFA, Caltrans District 4, Caltrans Headquarters, CHP, Alameda County Transportation Commission, Contra Costa County Transportation Authority, Solano County Transportation Authority, Valley Transportation Authority, and FHWA

- Q8. Will the contract resulting from this RFP include a DBE goal?
- A8. Because the contract will not include federal funding, there is no DBE goal.
- Q9. Will consultants interested in being a prime identify themselves?
- A9. Please see the sign-in sheet posted on the procurement web page. Firms interested in being a prime were asked to put an asterisk next to their names.
- Q10. Appendix A, Scope of Work, specifically excludes "financial assistance for delivery of large scale [PPP] projects" (Section II.A.4.), while referring to assistance in potentially procuring financial analysis consulting services (Section II.C.1)
- a. Could you please clarify BAIFA's current intentions for such future financial consulting services?
 - b. Would the Express Lane Program Management Consultant and its subcontractors be precluded from responding to such future RFP?
- A10.
- a. BAIFA staff remains interested in public private partnership (PPP) as a potential means to deliver express lanes. It is our current assessment that PPP is more likely

to be appropriate for Tier 2 projects. However, at this time, staff is as yet unsure if and exactly when detailed financial assistance for delivery of PPP projects would be needed.

- b. Under section II.C.1 of the Scope of Work, the Program Management Consultant may assist with procurement of specialized technical assistance. The Program Management Consultant would be precluded from responding to a procurement for which it is providing assistance to BAIFA. Assuming the Program Management Consultant is not assisting with the procurement, preliminarily BAIFA does not see any immediately apparent conflict that would cause us to preclude the Program Management Consultant from responding to a future RFP for financial analysis. However, BAIFA cannot make a determination until the scope of any future RFP is developed.
- Q11. Can you provide information on upcoming express lane contracts?
- A11. Upcoming opportunities for BAIFA express lanes include, but are not limited to those listed in the table below. The approach for delivery of these contracts has not yet been determined. BAIFA, CMAs or Caltrans may separately contract for or perform this work. BAIFA work may be performed through the 2014 BATA construction management/design services on-call pool or may be solicited through separate, stand-alone procurements.

Task	Estimated Start of Work
Civil Project Delivery	
Phase 1 Project: Utility Service Establishment and Utility Relocation Coordination (BAIFA Procurement underway)	Winter 2013-2014
PS&E for I-880 with San Mateo and Dumbarton bridge approaches	Spring 2014
ALA/CC-80 PID, PA/ED and PS&E	Spring/Summer 2014
Construction Manager for I-680	Summer 2014
Construction Manager for I-880 with San Mateo and Dumbarton bridge approaches	End of 2014
Construction Manager for ALA/CC-80	End of 2016
Toll System Integrator (BAIFA Procurement underway)	April 2014

- Q12. Will the RFP for the toll system integrator be a design-build contract, including the detailed design of the solution?
- A12. Please see BAIFA's draft Request for Proposal for Industry Review for toll system integration (TSI RFP) posted at: <http://procurements.mtc.ca.gov/Solicitations/solicitation-list.html>. The TSI RFP asks for proposals from firms who will design, implement, and maintain a toll collection system for express lanes.

- Q13. Please identify any currently contracted BAIFA consultants who are precluded from proposing on this RFP based on their existing express lane contracts.
- A13. Firms currently acting as primes on express lane design contracts, HDR, Inc. and URS, are precluded from proposing as prime consultants or joint ventures in response to this RFP. The current program management consultant, Parsons Brinkerhoff, and toll system manager, Atkins, are not precluded from proposing on this RFP. Subconsultants on the HDR, Inc., URS, Parsons Brinkerhoff and Atkins contracts, including subconsultants providing support for public outreach and communications, are not precluded from responding to this RFP.
- Q14. Are there any particular requirements for the key personnel, such as being P.E. in California?
- A14. Please see RFP, *Section II, Minimum Qualifications*, page 5, which states the requirements for key personnel.
- Q15. Should proposals include additional qualifications at RFP *Section VII, Form of Proposal, Subsection F Qualifications and References*, item 2 (VII.F.2), in an attachment to the proposal? Are these included in the page limit?
- A15. Please see RFP Addendum No. 1, item 4 for clarification. These qualifications need not be included in attachment; they do count toward the page limit.
- Q16. Does the request for resumes in the RFP at *Section VII, Form of Proposal, subsection, F, Qualifications and References*, page 9, refer to the resumes for key staff requested in *Section VII. Subsection F, item 3*, on page 11? Are resumes for key staff included in the page count?
- A16. Please see Addendum No. 1 at items 2 and 4 for clarification on submittal of resumes. Resumes are limited to two pages for each key personnel, and are not included in the overall page limit.