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November 25, 2013

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**ADDENDUM NO. 1 TO**  
**Request for Qualifications (RFQ) / Request for Proposals (RFP)**  
**for**  
**Workstation, Office, Public Space and Ancillary Furniture and Installation**  
**for the**  
**Regional Agency Headquarters Facility**  
**at 375 Beale Street, San Francisco, CA**  
**PART 1: RFQ, Dated November 13, 2013**

Dear Dealer:

This letter is Addendum No. 1 to the Request for Qualifications (RFQ) for Workstation, Office, Public Space and Ancillary Furniture and Installation for the Regional Agency Headquarters Facility at 375 Beale Street, San Francisco, CA dated November 13, 2013. 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, SOQ Due Date, page 1	Interested firms must submit one (1) original and ten (10) copies, as well as one electronic PDF version, of their SOQ by 4:00 pm, <i>Friday, December 6, 2013</i> <del>Wednesday, December 3, 2013.</del>
2.	RFQ, Section V. Dealer Selection Timetable, page 4	<b>4:00 p.m., on <i>Friday, December 6, 2013</i></b> <del><b>Tuesday, December 3, 2013</b></del> <b>Closing date/time for receipt of Statement of Qualification</b>
3.	RFQ, Section VI. Submittal of SOQ, page 5	1. Interested firms must submit an original (labeled "Original") and ten (10) copies (labeled "Copy") of their SOQ by <b>4:00 p.m., <i>Friday, December 6, 2013</i></b> <del><b>Tuesday, December 3, 2013.</b></del>
4.	RFQ, Section VII. Form of SOQ, page 8	<b>I. Similar Projects:</b> Provide descriptions, narratives and photographs of three (3) projects completed by the key personnel within the last ten (10) years that exhibit similarities to this project in scope, size, schedule, and budget. <b><i>In the absence of photographs of the completed projects, proposers may substitute photos of the actual mock-up(s) and/or rendered image(s) generated during the specification/design process.</i></b>

<u>Addendum Item</u>	<u>Reference</u>	<u>Change(s)</u>	
4., Continued		<p>For each project, provide a table that includes:</p> <ul style="list-style-type: none"> <li>(1) Project name</li> <li>(1) Owner legal business name and telephone number Owner’s project manager’s name, telephone number, and email address</li> <li>(2) Date of substantial completion of installation</li> <li>(3) Total project budget</li> <li>(4) Provide a brief description of how the project is similar to the focus of this RFQ and identify the characteristics of the project that make it noteworthy</li> </ul> <p><i>Note: Suggested page limit of 12 pages maximum.</i></p>	
5.	RFQ, Section VII. Form of SOQ, page 8	<p><b>J. Other Projects:</b> Provide descriptions, narratives and photographs of three (3) other projects completed by the key personnel within the last ten (10) years that exhibit similarities to this project, but may vary in scope, size, character and budget. <b><i>In the absence of photographs of the completed projects, proposers may substitute photos of the actual mock-up(s) and/or rendered image(s) generated during the specification/design process.</i></b></p> <p>For each project, provide a table that includes:</p> <ul style="list-style-type: none"> <li>(1) Project name</li> <li>(2) Owner legal business name and telephone number</li> <li>(3) Owner’s project manager’s name, telephone number, and email address</li> <li>(4) Date of substantial completion of installation</li> <li>(5) Total project budget</li> <li>(6) Provide a brief description of how the project is similar to the focus of this RFQ and identify the characteristics of the project that make it noteworthy</li> </ul> <p><i>Note: Suggested page limit of 12 pages maximum.</i></p>	
6.	RFQ, Section VII. Form of SOQ, page 9	<p><b>K. Project Coordination:</b> Provide descriptions, narratives and photographs of three (3) projects completed by the key personnel within the last ten (10) years that demonstrate specific experience coordinating with General Contractor and construction trades, particularly electrical and data-wiring sub-contractors. <b><i>In the absence of photographs of the completed projects, proposers may substitute photos of the actual mock-up(s) and/or rendered image(s) generated during the specification/design process.</i></b></p>	<p><del>Reviewed in relation to MQs.</del> Reviewed in relation to MQ 1c.</p>

		<p>For each project, provide a table that includes:</p> <ol style="list-style-type: none"><li>(1) Project name</li><li>(2) Owner legal business name and telephone number</li><li>(3) Owner's project manager's name, telephone number, and email address</li><li>(4) Date of substantial completion of installation</li><li>(5) Total project budget</li><li>(6) Provide a brief description of the coordination personnel and their roles and identify the characteristics of the project that make it noteworthy</li></ol> <p><i>Note: Suggest page limit of 12 pages maximum.</i></p>	
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Questions and Answers regarding this RFQ are enclosed with this Addendum. The remaining provisions of the RFQ, dated November 13, 2013, 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 Teri Green, Project Manager, at (510) 817-5750 or [tgreen@mtc.ca.gov](mailto:tgreen@mtc.ca.gov).

Sincerely,



Andrew B. Fremier  
Deputy Executive Director, Operations

AF: DR

**Request for Qualifications (RFQ) / Request for Proposals (RFP)**  
**for**  
**Workstation, Office, Public Space and Ancillary Furniture and Installation**  
**for the**  
**Regional Agency Headquarters Facility**  
**at 375 Beale Street, San Francisco**

**Proposers Conference Questions and Answers & Responses to Requests for Clarification**  
**for PART 1: RFQ**

**November 25, 2013**

- Question 1: How is the Bay Area Headquarters Authority (BAHA) funded?  
Answer 1: The agencies are funded through a variety of sources. BAHA is funded through a contribution of funds from the Bay Area Toll Authority (BATA). For more information on BAHA please see [http://www.mtc.ca.gov/about\\_mtc/headquarters/](http://www.mtc.ca.gov/about_mtc/headquarters/).
- Question 2: Has the Request for Proposal (RFP) for contractors for the interior improvements at 375 Beale Street, been issued?  
Answer 2: McCarthy Building Companies, Inc. (McCarthy) the prime contractor for the construction at 375 Beale Street is responsible for issuing and awarding the sub-contracts for interior improvements. McCarthy is in the process of soliciting subcontractors for interior improvements.
- Question 3: Please clarify how the items listed as “Required but not reviewed as MQ” and “Reviewed in relation to MQ...” in Section VII, Form of Statement of Qualifications (SOQ) differ?  
Answer 3: Some of the items required as submittals in the Form of SOQ such as Item B. Title Page, Item E. Signed California Levine Act Statement are required but will not be reviewed against the Section II, Proposer Minimum Qualifications and Requirements. Other required submittals such as Item I. Similar Projects, and Item J. Other Projects are required and will be reviewed against the Proposer Minimum Qualifications and Requirements listed in Section II of the Request for Qualifications (RFQ).
- Question 4: How many copies of the SOQ are required?  
Answer 4: As per page 1, SOQ Due Date and Section VI, Submittal of SOQ of the RFQ interested firms must submit one (1) original and ten (10) copies, as well as one electronic PDF version of their SOQ.
- Question 5: Does BAHA expect to purchase/buy off of a government contract (i.e. GSA)?  
Answer 5: No.
- Question 6: Will the private offices at 375 Beale Street have fixed walls?  
Answer 6: Yes, the private offices will have fixed walls.
- Question 7: Why are crime and pollution insurance required for this project?  
Answer 7: BAHA’s Risk Manager determined crime and pollution coverage was required to protect BAHA against property theft that might occur during installation or improperly disposed of shipping materials.

Question 8: Does this project have any requirements for Disadvantaged Business Enterprise (DBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE), etc.?

Answer 8: There are no DBE, WBE, or SBE requirements associated with this project. However, the use of DBE, WBE, and SBE firms is strongly encouraged.

Question 9: In referencing projects required under RFQ, Section VII: Form of SOQ items H, I, J and K how much consistency in key personal is required?

Answer 9: Proposers should review RFQ, Section II, Proposer Minimum Qualifications and Requirements, and RFQ, Section VII: Form of SOQ thoroughly to make an informed business decision on how to best submit their SOQ to reflect the required information.

Question 10: Do the projects referenced in RFQ, Section VII: Form of SOQ item K need to be exclusive from RFQ, Section VII: Form of SOQ items H, I, J? Or can we duplicate them?

Answer 10: See Addendum #1, posted on the MTC website at: <http://procurements.mtc.ca.gov/Solicitations/solicitation-list.html>. Proposers should also review RFQ, Section II, Proposer Minimum Qualifications and Requirements, and RFQ, Section VII: Form of SOQ thoroughly to make an informed business decision on how to best submit their SOQ to reflect the required information.

Question 11: RFQ, Section VII: Form of SOQ item I, which is more important; to be like, quantity of workstations or budget?

Answer 11: See last sentence of RFQ, Section II, Proposer Minimum Qualifications and Requirements, Similar Experience-Minimum Qualification 1a, and Section VII: Form of SOQ.

Question 12: Will the awarded 10 year contract extend to all facilities under the three agencies or only 375 Beale Street?

Answer 12: The contract will be awarded by BAHA for furniture procurements for 375 Beale Street. The other agencies will be allowed access to the agreed discount structure for additional purchases at 375 Beale Street under their own separate purchase orders.

Question 13: Is there a possibility of a two day extension to account for the Thanksgiving holiday?

Answer 13: See Addendum #1, posted on the MTC website at: <http://procurements.mtc.ca.gov/Solicitations/solicitation-list.html>

Question 14: Is there a limit to the number of firms that are prequalified?

Answer 14: No.

Question 15: When referring to the 'Dealer' in RFQ, Appendix C, BAHA Professional Services Agreement, Attachment C, Compensation and Method of Payment, is BAHA referring to the dealer/manufacturer team? If so, is it acceptable to set up direct

bill and issue a performance bond from the manufacturer side of the 'Dealer' team?

Answer 15: As per paragraph 7 of RFQ, Section I, Background and Project Description, Article A, Background the reference to the Dealer in RFQ, Appendix C, BAHA Professional Services Agreement, Attachment C, Compensation and Method of Payment is to the prime contractor (Dealer) only. BAHA will not allow the manufacturer to set up a direct bill or to issue the performance bond, as the contractual agreement will be with the prime contractor (Dealer) only.

Question 16: Will the project be treated as a direct-bill approach?

Answer 16: No, BAHA wants to receive invoices from the prime contractor (Dealer) only.

Question 17: In light of the notification dates listed in Section V, Dealer Selection Timetable being approximate and the pending Thanksgiving Holiday how likely is it the December 3rd SOQ due date will be extended?

Answer 17: See Addendum #1, posted on the MTC website at:  
<http://procurements.mtc.ca.gov/Solicitations/solicitation-list.html>

Question 18: RFQ, Section VII: Form of SOQ items I and J: Many of our public agency clients do not allow photography of completed projects. We request that the requirement to submit photography be changed from mandatory to optional.

Answer 18: See Addendum #1, posted on the MTC website at:  
<http://procurements.mtc.ca.gov/Solicitations/solicitation-list.html>