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June 30, 2014

Addendum No. 1
To Request For Proposals
For Joint Policy Committee Organizational Planning,
Dated June 13, 2014

Dear Consultant:

This letter is Addendum No. 1 to the Request for Proposals for Joint Policy Committee Organization Planning, dated June 13, 2014 ("RFP"). Where text is revised, deleted text is shown in strike-through format; added text is *italicized*. The RFP is revised as follows:

Addendum Item	Reference	Change
1.	Request for Proposal (RFP), Section VII, Article G.2, page 5	A line item budget should be submitted for each phase of the project. The line item budget should present a breakdown of costs by cost categories, including billing rates for key personnel and job classifications. T~~he line item budget should be set forth on the Cost and Price Analysis Form attached as *Appendix B* to this RFP.~~ A line item budget should also be submitted for proposed sub-consultants with contracts estimated to exceed $25,000. ~~*Appendix B* is available in electronic spreadsheet format upon request.~~ The line item budget is requested for evaluation purposes only; payment shall be based on receipt of deliverables satisfactory to MTC.
2.	Request for Proposal (RFP), Section VII, Article L, page 7	*L. Not Used* ~~*Financial Responsibility*~~ ~~In a separate sealed envelope: Provide a copy of Proposer's most recent annual and past quarterly financial filing. The financial statements will not be considered part of the proposal for purposes of the California Public Records Act and will be reviewed to determine responsibility only. All financial statements will be returned to the Proposer prior to Consultant selection.~~
3.	Request for Proposal (RFP), Appendix B, Cost and Price Analysis Form, page 16	Appendix B, Cost and Price Analysis Form is deleted in its entirety and replaced with the attached Appendix B, Not Used.

Addendum Item	Reference	Change
4.	Request for Proposal (RFP), Appendix D, MTC Standard Consultant Agreement, page 19	Appendix D, MTC Standard Consultant Agreement, Attachment B, Project Payment Schedule, is deleted in its entirety and replaced with the attached Appendix D, MTC Standard Consultant Agreement, Attachment B, Project Payment Schedule.

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 Allison Brooks, Project Manager, at (510) 464-7942 or abrooks@mtc.ca.gov.

Sincerely,

Alix Bockelman
Deputy Executive Director, Policy

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APPENDIX B

NOT USED

APPENDIX D

MTC STANDARD CONSULTANT AGREEMENT

Attachment B

Project Payment Schedule

Payment for CONSULTANT's services shall be due in the firm fixed amounts indicated below, upon acceptance by Project Manager of the following deliverables ~~or milestones~~, described in detail in Attachment A:

Task	Deliverables (#)~~/ Milestones~~	Due Date:	Amount Due
1	_____ (#1)		$00
2	_____ (#2)		$00
			$00
	Excel is inside Word Tables. Highlight field, hit F9 **or** Table|Formula|=|Format $.		$0.00 highlight #, hit F9

CONSULTANT shall submit an invoice identifying the project deliverable~~ or milestone~~ for which payment is sought no later than thirty (30) days after MTC's acceptance of such deliverable~~/milestone~~.

CONSULTANT shall submit invoices for services rendered on a monthly basis, identifying the work for which payment is requested; the hours worked; any authorized expenses, together with receipts for such expenses; the amount requested; and the cumulative amount billed and paid under this Agreement.

June 30, 2014
Request for Proposal
for Joint Policy Committee Organizational Planning,
dated June 13, 2014

Submitted Questions & Answers

Q1: I propose an exception to the insurance requirements as detailed in the standard Metropolitan Transportation Commission (MTC) contract. With regard to the insurance requirements for Employer's Liability Insurance, I respectfully request a reduction in the coverage amount of $1,000,000 per employee and $1,000,000 per accident. Given the kind of work that is required under this Request for Proposal (RFP), I believe coverage of $500,000 per employee and $500,000 per accident is adequate and meets the needs of the project.

A1: **This request is not allowed**.

Q2: I would like to request a waiver or exemption from completing the Cost and Price Analysis form shown in Appendix B, page 16 of the RFP.

A2: **See Addendum No. 1, Item 1.**

Q3: Regarding Appendix D-1; Insurance Requirements. We are requesting a waiver for the Worker's Compensation Requirement.

A3: **This request is not allowed**. **Workers' Compensation & Employer's Liability may only be waived, if and only for as long as Consultant is a sole proprietor or a corporation with stock 100% owned by officers with no employees.**

Q4: Request for Exception to Section VII, Article E.2 (page 5) of the RFP. This is a small project with at most two professional level staff. A detailed staffing plan as requested in Section VII, Article E.2, of the RFP is unnecessary. We request the ability to provide a proposed project governance structure with roles and respective accountabilities.

A4: **This request is not allowed. As per Section VII, Article E.2 (page 5) of the RFP Proposers are required to "Provide an organizational chart that shows roles and responsibilities of key personnel and reporting structure, including reporting and communication relationships between MTC, Proposer staff, and subcontractors, if any."**

Q5: Request for Exception: Section VII, Article F.3, F.4, and F.5 (page 6): Our firm provides confidential support to senior executives and boards of for-profit, non-profit and public sector organizations. As trusted advisors on sensitive issues we do not disclose our clients nor request that they reveal themselves to provide references. We do not provide details of projects we have completed which may be used to identify the client or reveal our clients confidential information including work we have completed on their behalf. For the purposes of qualifying our organization and the professionals who would work on this engagement, we will provide case study summaries of relevant projects we have conducted sanitized for information which would reveal our clients.

A5: **This request is not allowed. Proposers must provide the information requested in Section VII, Article F.3, F.4, and F.5 (page 6) of the RFP.**

Q6: Request for Exception: Section VII, Article G.1 (page 6): As previously noted, this is a relatively small project with straightforward staffing. We believe it is over-engineered to provide a breakdown of hours and expenses for each individual task, of which there may be

many, or of the hours and expenses for each deliverable. We request to be allowed to provide a work plan with discrete steps of work, expected timing per step, associated deliverables (but not cost/deliverable) and related professional fees and estimated expenses per step.

A6: See Addendum No. 1, Item 1.

Q7: Request for Exception: Section VII, Article G.3 (page 7): Our firm is a privately held LLC and does not disclose its financial statements or related financial information

A7: See Addendum No. 1, Item 2

Q8: Request for Modification: Section IX, Article B (page 10): We propose new language consistent with the alternative suggested in Attachment B – Project Payment Schedule. Rather than "…payment based on MTC's receiving of satisfactory deliverables." Where the definition of satisfactory, or who is responsible for determining what is satisfactory is ambiguous we propose "…payment based on achievement of project milestones"

A8: This request is not allowed. Also, see Addendum No. 1, Item 4.

Q9: Request for modification: Attachment B Project Payment Schedules: We request clarification and confirmation that payments are made on the completion of milestones – and not deliverables. Milestones will be specifically identified as part of the project work plan.

A9: As per Section VII, Article G.2 (page 6) and Section IX, Article B (page 9) "payment shall be based on receipt of deliverables satisfactory to MTC." See Addendum No. 1, Item 4.

Q10: Would the "task budget" requested in Section G. Cost Proposal, Article 1 (Page 6) be sufficient to spell out the associated costs and expenses per phase of the proposed work?

A10: See Addendum No. 1, Item 1.

Q11: Who does the Director, Bay Area Joint Policy Committee (JPC) report to; who wrote the job description and provides the performance appraisal for that position?

A11: The Director of the Bay Area Joint Policy Committee works closely with the four executive directors of the JPC Member agencies, the position's salary is paid by MTC and Bay Area Air Quality Management District (BAAQMD), and the position reports to the JPC Chair (Contra Costa Supervisor John Gioia).

Q12: Can you identify the projects that are already underway and that are working well in a collaborative way?

A12: The Resilient Shorelines Project that is underway is a good example of collaboration between ABAG, BCDC and the California State Coastal Conservancy. The Commuter Benefits Program is another successful effort involving MTC and BAAQMD. The Sustainable Communities Strategy – called Plan Bay Area – is an effort that all four agencies work on together, with MTC and ABAG taking the lead.

Q13: How do the JPC Agencies communicate now?

A13: The Agencies communicate via phone, email and in-person meetings based on the communication needs of different projects. Two or more of the JPC member agencies work together on many projects. The Director of the JPC currently facilitates a monthly

meeting with the four executive directors and Deputy Directors, and also facilitates meetings among other agency staff on joint projects.

Q14: What are the expectations that any member agency staff will have a role in the JPC Organizational Planning?

A14: We expect that key JPC Agency staff including, but not limited to, the executive directors of each agency will have a role in the JPC organizational planning effort.

Q15: Will JPC Agency personnel be involved in this project?

A15: Yes, as per Section VIII, Article C, the RFP evaluation committee MTC and partner agency staff will evaluate the proposals submitted in response to this RFP. The JPC Director is the Project Manager for this RFP and any resultant contract.

Q16: It is up to us to propose how to engage JPC Agency personnel?

A16: Yes.

Q17: Are there currently disagreements regarding the role of the JPC?

A17: There are different perspectives regarding the role of the JPC.

Q18: Do you have documentation regarding current JPC roles?

A18: Any documentation can be found on the JPC website in the minutes from previous JPC meetings and other documents discussed at previous JPC meetings.

Q19: Do you have documentation defining their current JPC roles and how they are executed?

A19: Yes, such documentation is in the JPC meeting minutes that can be found on the JPC website at *http://www.abag.ca.gov/jointpolicy/meetings.html*.

Q20: So there are no currently defined roles or expectations for anyone in regards to the JPC?

A20: There have been ten years of ongoing discussions and efforts related to the roles and expectations for the JPC, but those have not been clearly documented and agreed upon. There remain differences in opinion.

Q21: The RFP says that you can propose several alternatives, but it also says you can only submit one proposal. So if we have several alternative approaches how would we submit them within the one proposal?

A21: As per Section VI, Submittal of Proposals, Article 11 "Only one proposal will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response." There may be alternative approaches proposed that help achieve the same deliverable, that meet both the budget and the timeline in the RFP.

Q22: Is this RFP coming from every involved agency and who is the client?

A22: The proposal to conduct an organizational planning effort was made by the JPC Director, and was supported by each of the JPC member agencies' Executive Directors.

The RFP was issued by MTC, and the contract will be issued by MTC. The project will be under the oversight of the JPC with support from JPC member agencies, and the JPC member agencies are contributing towards the cost of this project.

Q23: RFP states that fixed price Payments are based on satisfactory deliverables, how is a satisfactory deliverable defined and who among the agencies will decide what is satisfactory?

A23: **Determination of satisfactory deliverables will be made by the Project Manager. Criteria for acceptance will be based on the Scope of Work included in the RFP and any resultant contract.**

Q24: In our experience working with committees that have various interests, there is a fair amount of work needed to develop a collaborative relationship prior to getting to the work at hand. So is there really no experience to draw from within the JPC Agencies and their ability to collaborate?

A24: **Collaboration is already underway between the JPC member agencies, but JPC needs definition on when a project become a JPC project versus a normal collaborative project between two or more of the JPC member agencies, among other functional aspects of the JPC.**

Q25: Is the resilient shorelines project a good example of a JPC collaboration project?

A25: **Yes.**

Q26: If we feel the work will exceed the budgeted amount and submit a proposal over the budgeted amount of $45,000, will we be eliminated?

A26: **Proposers should submit a proposal within the $45,000. As per Section VIII, Article C.3 (page 8), proposals will be evaluated for cost effectiveness, including hours and appropriateness of personnel assigned to each task; extent and sufficiency of commitment of key personnel; approach to and cost efficiency of required travel for non-local personnel; hourly rates; and reasonableness of task budget.**