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August 13, 2014
Addendum No. 1

to

Request for Qualifications
for San Francisco Bay Area Core Capacity Transit Study,
dated July 17, 2014

Dear Consultant:

This letter is Addendum No. 1 to the Request for Qualifications (RFQ) for San Francisco Bay Area Core Capacity Transit Study, dated July 17, 2014. 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. | RFQ, Section V. Consultant Selection Timetable, Page 5 | 1:00 p.m. (PST), Thursday, July 24, 2014 | Proposers' Conference in the Joseph P. Bort Metro Center Building, 101 8 th Street, Oakland, CA, Claremont Conference Room |
| | | 4:00 p.m. (PST), Monday, July 28, 2014 | Closing date and time for requests for clarifications/exceptions to RFQ provisions |
| | | No later than one (1) week prior to the date SOQs are due | Closing date for objections to RFQ provisions |
| | | 4:00 p.m. (PST), Thursday, August 21, 2014 | Closing date and time for receipt of Statements of Qualifications at MTC offices |
| | | September 10-12, 15-16, 2014* | Interviews (if conducted) |
| | | October 8, 2014* | MTC Administration Committee Approval |
| | | *Interview, award and approval dates are approximates and are subject to change before or after the closing date of the RFP. | |

| <u>Addendum Item</u> | <u>Reference</u> | <u>Change</u> |
|----------------------|--|--|
| 2. | RFQ, Section VII. Form of Statement of Qualification, Article E, Page 7 | <p>E. <u>Staff Qualifications and Experience</u></p> <p>A brief summary of Proposer staff experience relevant to each Area of Expertise. Refer to Section I.D, <u>Areas of Expertise</u> and Section II, <u>Minimum Qualifications</u>. (Not to exceed 3 pages for each Area of Expertise.)</p> <p>Provide staff resumes highlighting relevant experience of the staff expected to work on the resulting contract by Area of Expertise in the following order – PIC (if applicable), PM, Lead Staff and Technical Support Staff. (Not to exceed 8 pages for each firm. Proposers may also include additional staff resumes as part of an Appendix to their SOQ.)</p> <p>For clarity, the Proposer is asked to submit a table showing each proposed staff person and his or her applicable skills and/or experience in relation to their Area(s) of Expertise, and naming the lead staff who meet(s) the MQs for the PM. (Not to exceed 1 page.)</p> |
| 3. | RFQ, Appendix A, Preliminary Scope of Work, Section B, Article 4, Page 21 | <p>4. Evaluation Framework</p> <p>An evaluation framework will be established to translate the Study’s goals and objectives into qualitative and quantitative metrics that can be used to screen and prioritize strategies and identify appropriate methodologies for carrying out the evaluation. The evaluation framework will build off the robust project performance analysis, including project level benefit cost analysis, MTC conducts for the regional transportation plan, as well as project analysis frameworks used by the participating agencies in establishing their investment priorities. The Project Partners recommend including time as a component to evaluating investment priorities by using a “stream based” benefits approach. The framework will also take into account the performance measures currently being developed by U.S. DOT under the MAP 21 performance monitoring initiative. <i>The evaluation criteria may include different metrics than the project evaluations done for Plan Bay Area given the more focused and localized nature of the Study. The Project Partners are interested in innovative evaluation approaches that can inform prioritization of projects and policies based on their ability to provide additional transit capacity while advancing related goals, consistent with Plan Bay Area performance measures, and informed by implementation considerations such as timeframe and cost. The Proposer will be expected to</i></p> |

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| | | <p><i>develop final evaluation criteria used for project analysis and appropriate methodology that the Proposer is capable of carrying out for approval by the Project Partners. Overall, the evaluation framework's primary goal should be: amount of peak transit capacity by corridor/mode and travel market.</i></p> <p>Deliverable(s): Technical memo(s) detailing evaluation framework and methodology.</p> |
|--|--|---|

The remaining provisions of the RFQ, dated July 17, 2014, 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 Adam Noelting, Project Manager, at (510) 817-5966 or anoelting@mtc.ca.gov.

Sincerely,



Alix Bockelman
Deputy Executive Director, Policy

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REQUEST FOR QUALIFICATIONS (RFQ)
SAN FRANCISCO BAY AREA CORE CAPACITY TRANSIT STUDY, DATED JULY 17, 2014

QUESTIONS RECEIVED FROM PROPOSERS' CONFERENCE HELD ON JULY 24, 2014,
AND OTHER QUESTIONS SUBMITTED

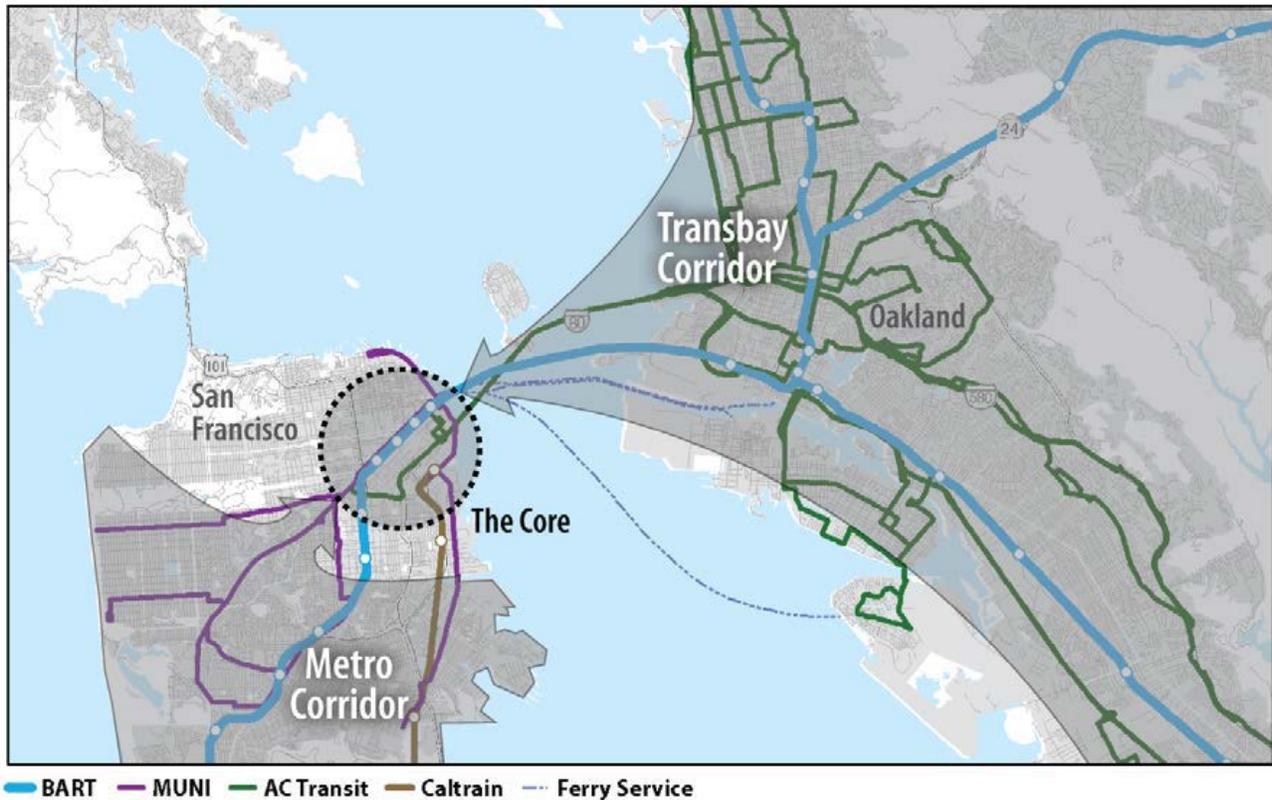
- (Q1) Will Disadvantaged Business Enterprise (DBE) program requirements be calculated per task order or for the project as a whole?
- (A1) DBE requirements will be calculated at the task order level.
- (Q2) In regards to the DBE program, do Proposers need to complete the forms as part of the Statement of Qualifications (SOQs) submittal, or as part of the task order process?
- (A2) Proposers do not have to fill out the DBE forms at this time. Proposers will be required to complete the DBE forms when task orders are issued.
- (Q3) The Request for Qualifications (RFQ) asks that SOQs provide a summary of staff qualifications and experience, and sets a page limit of not exceed three pages. Is it three pages per area of expertise or three pages total?
- (A3) See Addendum #1, Item #1.
- (Q4) Can you provide any background in terms of where the project came from? What was the genesis?
- (A4) The region's current Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) – *Plan Bay Area* – projects significant growth in the region's core cities. The region's transit network is a critical element of the Bay Area's ability to support existing communities and job centers, and to accommodate the forecasted growth in an environmentally sustainable manner. Transit is especially critical for supporting current and forecasted growth in the region's three largest cities – San Francisco, Oakland and San Jose – which are forecasted to absorb roughly 40 percent of the new jobs and housing in the region between now and 2040.

More information is available at:

<http://bids.mtc.ca.gov/download/726>

<http://onebayarea.org/plan-bay-area/final-plan-bay-area.html>

- (Q5) What is the geography we are studying? What is the core?
- (A5) The Study will consider all the major travel corridors serving Core San Francisco, but focus its project development work on two parts of the network, the Bay Bridge Transbay Corridor and the San Francisco Muni Metro spine. Core San Francisco is defined as the San Francisco job centers of Downtown, Civic Center, South of Market, Mid-Market and Mission Bay. See figure on page 2 below.



- (Q6) What timeframe is the project looking out towards?
- (A6) Proposers should address short-, mid-, and long-range transit strategies including infrastructure, policy, and operational recommendations to maintain and increase transit capacity and improve reliability and connectivity. Some short-range strategies may be advanced as interim recommendations during the Study. *Plan Bay Area* forecasts growth and identifies projects and programs for a 2040 planning horizon. However, the Study will inform future RTPs that will have planning horizons beyond 2040. Final timeframes used for the analysis will be developed and finalized by the Project Team in consultation with the selected Consultant.
- (Q7) How does the project relate to the Transit Sustainability Project (TSP) and the BART Metro work?
- (A7) In terms of the TSP, the Study is much more focused on a specific geography, and its primary intent is to evaluate and prioritize transit strategies including infrastructure, policy and operational recommendations to maintain and increase transit capacity and improve reliability and connectivity into Core San Francisco.

In terms of BART, the Study will integrate BART's work with other needs and strategies of the Project Team. The Study will look at capacity needs to determine when current infrastructure and proposed improvements to existing infrastructure will be at capacity, and when new infrastructure may be needed. The Study will help planners and policy makers understand the trade-offs among the various strategies that could be used to add capacity throughout the corridors.

- (Q8) How does our DBE goal support or feed into the Caltrans DBE goals?

- (A8) MTC adopted the Caltrans DBE program in 2009, as such MTC's DBE goals, contract goals and actual DBE usage assist Caltrans in achieving its overall DBE program goal.
- (Q9) How do MTC-managed tasks compare to operator-led tasks in terms of contracting structure?
- (A9) Optional tasks may be included as part of this contract, or they may be implemented separately by the operating agencies as separate contracts or tasks under separate contracts held by the specific transit agency and not included in this RFQ.
- (Q10) How large do you anticipate the task orders will be?
- (A10) At this time, MTC intends to issue a small number of large task orders that may include a combination of work identified in the three areas of expertise listed in in Section I of the RFQ. The exact size of task orders will be determined over the course of the Study and is subject to change based on the Project Team's needs at the time of task order issuance.
- (Q11) Are there any other studies that have been done in the past that would be useful references?
- (A11) The *Regional Rail Plan* was the last similar regional, multi-agency planning initiative focused on short- and long-term transit capacity and operational needs in the region. *Plan Bay Area* is the region's current RTP/SCS and includes information regarding current forecasts and projects.

More information is available at:

<http://www.mtc.ca.gov/planning/rail/>

<http://onebayarea.org/plan-bay-area/final-plan-bay-area.html>

- (Q12) What is the Project Team looking for in terms of Proposer input on project evaluation, and how does it relate to the project evaluations done for *Plan Bay Area*?
- (A12) See Addendum #1, Item #2.
- (Q13) Do you anticipate the Proposer delivering actual California Environmental Quality Act (CEQA) and/or National Environmental Policy Act (NEPA) documents?
- (A13) No. Page 26, Section C, Transit Systems Engineering and Design, Article 3c, of *Appendix A*, Preliminary Scope of Work, identifies a task to, "Prepare an initial checklist assessment of environmental issues likely to be raised in future CEQA and NEPA processes." However, the before mentioned task (Section C, 3c) is classified as, 'Optional - Operator-led' and would only occur for the "highest prioritized projects identified in Task B7."
- (Q14) Do you expect the Proposer to develop the public outreach plan and also staff outreach efforts?
- (A14) Page 18, Section A, Public Outreach and Engagement, Article 1, of *Appendix A*, Preliminary Scope of Work, states that "The Proposer and Project Partners' specific roles and responsibilities for Tasks 1a, 1b, and 1c should be identified during the development of the Public Outreach Plan."
- (Q15) We understand that per Page 9 of the RFQ we do not have to fill out any of the federally required forms regarding DBE participation until task order issuance. However, we would like to form our complete team now, including DBEs. How will we be able to fill out Appendix E-5 at a later date to suit your needs?
- (A15) Proposers are not required to complete the DBE forms as part of their SOQ. Upon task order issuance, firms will be required to complete the DBE forms to indicate that they have met the

DBE goal established for the task order, and to ensure that the DBE firm selected will perform a commercially useful function of the task order scope of work.

(Q16) Page 7, Section VII, Form of Statement of Qualifications, Article E, of the RFQ, states: “A brief summary of Proposer staff experience relevant to each Area of Expertise. Refer to Section I.D. Areas of Expertise and Section II Minimum Qualifications. (Not to exceed 3 pages).” Since there are three areas of expertise, are we limited to three pages per expertise (9 pages total) or only three pages for all three areas (or 1 page per expertise)?

(A16) See Addendum #1, Item #1.

(Q17) Page 7, Section VII, Form of Statement of Qualifications, Article E, of the RFQ, states that resumes should not exceed eight pages. Is this per firm? Or total for the whole team?

(A17) See Addendum #1, Item #1.

(Q18) In regards to the MTC Standard Consultant Agreement included as Appendix C of the RFQ, would MTC be willing to pay on a monthly basis within 30 days of invoice?

(A18) As per Article 3 of Appendix C, Standard Consultant Agreement, “Payment shall be made by MTC within thirty (30) days of receipt of an acceptable invoice, approved by the Project Manager or a designated representative.” As per Attachment C to Appendix C, each task order will be either deliverables-based or time-and-materials based, with invoices submitted no more frequently than monthly.

(Q19) In regards to the MTC Standard Consultant Agreement included as Appendix C of the RFQ, Article 9 (indemnification), we would seek to align the indemnification obligation with insurance coverage, in particular removing the upfront duty to defend claims. Is this acceptable in relation to claims relating to professional liability?

(A19) No, this change is not acceptable.

(Q20) In regards to the MTC Standard Consultant Agreement included as Appendix C of the RFQ, Article 23, (warranty of services), we would request to amend this to bring in line with reasonable skill and care, as covered by insurance. As currently drafted, it is problematic from an insurance perspective, we would ask to replace ‘special expertise’ with ‘current accepted industry standards’.

(A20) No, this change is not acceptable.

(Q21) In regards to the MTC Standard Consultant Agreement included as Appendix C of the RFQ, Article 23 (warranty of services), New article (limitation of liability), we would seek to agree to incorporate a mutual waiver of consequential loss and an overall total limitation of liability, taking into consideration the nature of our services and level of fee. Is the MTC open to this?

(A21) No, this change is not acceptable.

(Q22) In regards to the MTC Standard Consultant Agreement included as Appendix C of the RFQ, Article 24 D (obligation to continue performing services in the event of a dispute), we can agree to do this provided we continue to be paid for services rendered. Would that be acceptable to the MTC?

(A22) See Article 24.D of Appendix C, MTC Standard Consultant Agreement, which provides that the Consultant “shall be governed by all applicable provisions of the Agreement” during the dispute resolution process.

(Q23) Can you tell me what certifications would meet MTC's DBE expectations? Can you tell us who is now managing the application process for DBE awards?

(A23) Only firms certified by the California Unified Certification Program (CUCP) as DBEs are accepted. Visit <http://www.dot.ca.gov/ucp/GetLicenseForm.do> to check DBE status.