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May 11, 2015
Addendum No. 1
to
Request For Proposal
Compensation Study Project
dated April 23, 2015

Dear Bidder:

This letter is Addendum No. 1 to the Request For Proposals (RFP) for Compensation Study consulting dated April 23, 2015. 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, Introductory Page, Third Paragraph, Page 1	Interested firms must submit an original and four (4) copies, as well as one electronic PDF version, of their proposal by 4:00 p.m. on Wednesday <i>Friday, May 13</i> 2015 , in accordance with the instructions contained in the RFP. Other key RFP Dates are listed in Section V, <u>Consultant Selection Timetable</u> of the RFP.	
2.	RFP, Section V, <u>Consultant Selection Timetable</u> , Page 2	11:00 a.m., on Friday , <i>May 1</i> 2015	Proposers' Conference, at 101 8 th Street, Oakland, CA 94607, Fishbowl Conference Room
		4:00 p.m., on Wednesday , <i>May 6</i> 2015	Closing date/time for receipt of requests for modifications/exceptions
		No later than three (3) business days prior to the date proposals are due.	Deadline for protesting RFP provisions
		4:00 p.m., Wednesday <i>Friday, May 13</i> 2015	Closing date/time for receipt of proposals
		Week of May 18 25, 2015*	Interviews/Discussions (if held)
		Week of May 25 <i>June 1</i> , 2015*	Date for receipt of Best and Final Offers (if required)
		June 5, 2015*	MTC Executive Director Approval

<u>Addendum Item</u>	<u>Reference</u>	<u>Change</u>
3.	RFP, Section VI, <u>Submittal of Proposals</u> , Item 1, Page 2	Interested firms must submit an original and four (4) copies, as well as one electronic PDF version, of their proposal by 4:00 p.m. on WednesdayFriday, May 13 15, 2015. Submission of an electronic copy of the proposal without hard copies will not satisfy the submission requirement. No proposals submitted solely by email and no faxed proposals will be considered.
4.	RFP, Section VI, <u>Submittal of Proposals</u> , Item 15, Page 4	15. — The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of Central Contractor Registration / Federal Agency Registration (CCR/FedReg), Online Representations and Certifications Application (ORCA), and Excluded Parties List System (EPLS). Firms submitting proposals for contracts with federal funds must register on the SAM website at https://www.sam.gov/portal/SAM/##11 prior to proposal submission.

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.

A Questions and Answers document is attached to this Addendum.

Any questions concerning this Addendum to the RFP should be directed to Michael Brinton, Contracts Specialist, at (510) 817-5727 or mbrinton@mtc.ca.gov.

Sincerely,

DocuSigned by:

Steve Heminger
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 Steve Heminger
 Executive Director

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**REQUEST FOR PROPOSAL (RFP)
FOR COMPENSATION STUDY PROJECT RFP, DATED APRIL 23, 2015**

**QUESTIONS RECEIVED FROM PROPOSERS' CONFERENCE HELD ON MAY 1,
2015 AND OTHER QUESTIONS SUBMITTED**

Q1: Will MTC be publishing the list of attendees for the Pre-Bid Proposer's Conference held on May 1, 2015?

A1: Yes, please visit <http://bids.mtc.ca.gov/procurements/207> and click on the "Documents" for access to the list of attendees.

Q2: Is there any set-aside or preference for certified Disadvantaged Business Enterprises (DBE's) and Small Business Enterprises located in the San Francisco Bay Area?

A2: The Compensation Study Project RFP does not include federal funds. As such, the resulting contract will not have Disadvantaged Business Enterprise (DBE) or Small Business Enterprise (SBE) goals.

MTC is committed to the participation of DBEs and SBEs in MTC contracting opportunities. MTC encourages Prime Contractors to utilize DBE and SBE subcontractors. And, DBE and SBE firms are encouraged to submit proposals in response to MTC procurements.

Q3: Is there any extension in date for bid submittals?

A3: Yes. Please refer to Addendum #1 Items #1, 2 and 3.

Q4: Is it acceptable to switch the order of Sub Item A, Transmittal Letter and Sub Item B, Table of Contents in RFP Section VII, Form of Proposal?

A4: RFP Section VII, Form of Proposal, does not require any specific order for the required items.

Q5: RFP Section VII, Form of Proposal, calls for various items, including a technical proposal (Work Plan) and a Cost Proposal: 1) do these items need to be packaged separately? 2) Can Sub Items G1 and G2 be combined into one cost table?

A5: 1) No, the RFP does not require the Cost Proposal to be packaged separately from the other required submittals. 2) Proposer may present the Cost Proposal in any desired format as long as the required information is present in the Cost Proposal.

Q6: Can Proposers list any alternate language or exceptions to RFP Section IX, General Conditions, in the Technical Proposal?

A6: No, please refer to RFP Section IV, Proposers' Conference and Requests for Clarification or Exceptions, paragraph 3 for deadlines for the submission of requests for clarifications of or exceptions to RFP requirements.

Q7: RFP Appendix A, Scope of Work, states “This survey will be a comparison survey of similar agencies and positions in MTC’s region.” Would the survey be restricted to San Francisco Bay Area agencies only? Are there specific agencies that MTC wants to compare with or target in the survey? Does MTC have a pre-determined number of pay Classifications and benchmark agencies the successful Proposer will include in the study? Can we get a list of all classifications and/or current salary schedules that include the classifications? Outside of salary and non-reform employee pension contributions, are any other benefits to be surveyed?

A7: As stated in the language quoted above, this study shall be a comparison survey of “similar agencies and positions in MTC’s region”. However, MTC has not defined a single approach to the project and will rely on Consultant expertise to inform MTC on the most effective approach, including the selection of which agencies to include in the study and the number of data points required for meaningful results. Refer to RFP Appendix A, Scope of Work, Task 1, Project Kick Off / Plan for Conducting Analysis.

The successful Proposer will be provided access to required MTC information during RFP Appendix A, Scope of Work, Task 1, Project Kick Off / Plan for Conducting Analysis. No other benefits will be surveyed other than those described in RFP Appendix A, Scope of Work, Task 2 and Task 3.

Q8: With regard to RFP Appendix D, MTC Standard Consultant Contract, Item 6, Termination, we request that the first sentence in Sub Item A, Termination for Convenience be revised to include a requirement that Consultant be provided with a 10 day written notice prior to termination for convenience. Additionally, we request that language be added requiring full payment of Contract if terminated for convenience when the Project is almost completed.

A8: Change not acceptable.

Q9: RFP Appendix D-1, Insurance Requirements, includes Property Insurance, does MTC require property insurance for this type of engagement?

A9: Yes, the property insurance detailed in RFP Appendix D-1, is a minimum insurance requirement for this engagement.