

ADDENDUM

covering

CHANGE IN SPECIFICATIONS AND/OR SCOPE OF SERVICES

Date Issued: February 16, 2011

Addendum No.: 1

RFP Number: 11-67-047-00 (On-Call Goods Movement Support Services)

Procurement Officer: Gregory Moore

INTENT

1. This addendum is issued to provide for modifications in specifications and/or scope of services, or provide additional information intended to clarify the procurement process. Acknowledgment of this addendum shall be made in the Proposal Letter (see Appendix 'D') required as a part of each proposer's submittal. A proposer's failure to acknowledge all addenda issued by the Commission may render that offeror's proposal non-responsive.
2. The meeting minutes/summary for the pre-proposal conference held on February 15, 2011 in support of Request for Proposals (RFP) No. 11-67-047-00 (On-Call Goods Movement Support Services) are included herein as Attachment "A".
3. The Commission's formal responses to questions and requests for clarifications received from prospective proposers are included herein as Attachment "B".
4. The proposal deadline remains Thursday, March 3, 2011 at 2:00 p.m. Proposals received after the specified date and time may be considered non-responsive and returned to senders unopened.
5. All other terms and conditions of the RFP will remain the same.



Issued by: _____

Gregory Moore
Procurement and Assets Manager

ATTACHMENT “A”**Pre-Proposal Conference Meeting Minutes/Summary****Tuesday, February 15, 2011****Commission Offices, 3rd Floor Conference Room “A” at 2:00 p.m.**

The following is a summary of the issues and topics that were discussed at the above referenced pre-proposal conference in support of RFP No. 11-67-047-00 for the provision of on-call goods movement support services. The meeting was called to order at approximately 2:00 P.M. by Gregory Moore, the designated procurement officer, who welcomed the prospective proposers and described the format and objective of the meeting. [A copy of the meeting agenda, and a list of attendees, are provided as exhibits to this item.]

The purpose of the pre-proposal meeting is to introduce the project manager/team, provide potential proposers with an overview of the procurement process, and to offer clarifications and/or explanations regarding any issues that may have arisen during the procurement process. Formal written responses to all questions submitted by potential proposers during the procurement process may be issued by Commission staff, and any amendments to the RFP package will be effected with the issuance of formal addenda.

Meeting Minutes/Summary**1. Prohibited Communications**

The procurement officer informed the meeting attendees that potential proposers are to refrain from any and all communications with Commissioners, Commission staff or its management. Any questions regarding the RFP package or the responsibilities of the successful proposer(s) must be directed to Gregory Moore, Procurement and Assets Manager, and a formal response will be developed with the assistance of appropriate Commission staff. Requests for clarification, including any exceptions taken to the Sample Contract Form (see Appendix ‘B’) must be submitted in accordance with RFP Section 3.0 Instructions to offerors, paragraph 3.7, Requests for Clarification.

2. Project Manager Summary

It is the Commission’s intention to establish a bench of up to four (4) qualified consultants/firms to provide as-needed goods movement support services in one or more of the designated task areas. A detailed description of the required services is included in the Statement of Work (see RFP Appendix ‘A’). Tanya Love, RCTC Goods Movement Manager, presented a brief overview of the Statement of Work. Tanya indicated that the required services fall into one of two high level categories: outreach and technical support services. For example, the required consultant services will supplement the work of the Goods Movement Manager by, among other duties, providing services associated with:

- Goods Movement Planning and Technical Studies
- Goods Movement Action Plan(s)/Public Outreach
- Goods Movement Performance Measures
- General Support, Planning and Coordination

There are currently fifty-eight (58) at-grade crossings in the County of Riverside, and nine additional crossings are planned for construction by 2013. The Commission would like to position itself to compete for monies to build additional crossings despite the potential impact of the continuation of the current constrained budget environment on public funding processes. The successful consultants' duties may include grant writing assistance, outreach, and/or technical evaluations of local air quality issues with respect to gate downtimes. The successful consultants may also be required to assess freight projections and emission calculations. Proposer(s) shall furnish all materials, equipment, tools, labor and incidentals necessary to perform the required services.

Please be advised that, as the Commission's designated Project Manager, Tanya Love, will be the primary interface between the successful proposers and the Commission *AFTER* the task order contracts are awarded; however, *DURING* the procurement phase all communications must be directed to and through the designated procurement officer. The Commission's formal responses to questions received either during the pre-proposal meeting or at some point thereafter are included herein under Attachment 'B', Answers to Proposers' Questions: Set No. 1.

3. Procurement Department – RFP Summary

The Procurement Officer, Gregory Moore, provided an overview of the RFP package. He emphasized that proposers must review the entire RFP document in detail, including the Sample Contract Form, and provide all of the information requested in the RFP in order to be considered responsive.

Gregory highlighted the following RFP topics:

- **Minimum Qualifications**. At a minimum, proposers must have specialized experience or knowledge regarding goods movement projects/plans and have provided comparable and continuous services for at least five (5) years. Proposals that do not evidence the minimum required experience may be eliminated from further consideration in the competitive process.
- **Contract Type**. The agency will award up to four (4) fixed unit rate, task order contracts for a three-year base period with two single year options to extend the agreement for a total period of performance of up to five years.
- **Addenda**. Any revisions to the RFP will be made by written addenda issued by the Commission. All addenda issued by the Commission for this RFP will be posted on the Commission website at <http://www.rctc.org/rfps.asp>. Each addendum must be acknowledged in each offeror's Proposal Letter (Appendix 'D') as part of its submittal. Failure to acknowledge receipt of all addenda for this RFP may render an offeror's proposal non-responsive.
- **Subcontractors**. Proposers may partner with subcontractors to provide some element of the required services; however, the partnering arrangement must be made clear, pursuant to RFP Section 3.0 Instructions to offerors, paragraph 3.15, Use of Subcontractors.
- **Submittal Requirements**. The Submittal Requirements listed in paragraph 6.0 (beginning on page 8) of the RFP provide a useful summary and checklist of the proposal preparation and submission requirements. Please reference this section when assembling your respective proposals.
- **Evaluation Criteria**. The respective offeror's proposals will be evaluated based upon the evaluation criteria set forth in paragraph 8.0. All sub-criteria shall be equally weighted by the evaluation committee.

- Proposal Letter. A fully executed Proposal Letter (Appendix ‘D’, page 46) and all other required forms and certifications (see paragraph 7.0 Submittal Requirements) must be completed and submitted with the respective offerors’ proposals.
- Requests for Clarification. All questions must be submitted in writing to the designated procurement officer, Gregory Moore, as described in paragraph 3.7, Requests for Clarification.

Question/Answer

No written questions were presented to staff during the pre-proposal conference. Commission responses to oral inquiries and questions received after the pre-proposal meeting from proposers, and the Commission’s formal responses, are provided herein as Attachment “B”.

Any questions regarding the procurement process shall be directed to Gregory Moore, Procurement and Assets Manager via e-mail at gmoore@rctc.org or via fax at (951) 787-7906.

- Exhibit(s) (1) Agenda
 (2) Attendance List



AGENDA

PRE-PROPOSAL CONFERENCE

REQUEST FOR PROPOSAL (RFP) NO. 11-67-047-00 ON-CALL GOODS MOVEMENT SUPPORT SERVICES

February 15, 2011 at 2:00 P.M. * RCTC 3rd Floor Conference Room 'A'

Welcome/Introductions

Gregory Moore
Procurement & Assets Manager
RCTC Contact Person

Communications Requirements

Gregory Moore
RCTC Contact Person

Statement of Work Overview

Tanya Love
Goods Movement Manager
RCTC Project Manager

RFP Summary/Highlights

Gregory Moore
RCTC Contact Person

Questions

Open Forum

Proposers are invited to submit questions on the forms provided. All questions will be received by the Procurement & Assets Manager who will redirect the questions to the representative best qualified to answer. All proposers are advised that any exchange between RCTC in response to the proposers' questions are for clarification purposes only and does not qualify or amend the solicitation document. The RFP document shall govern if there are any conflicts between the information provided at the Pre-Proposal Conference and the RFP documents.

Pre-Proposal Conference: List of Attendees (In no particular order)

	Name	Company	Phone	Fax	E-Mail	Certified DBE? (Y/N)
1	George Ghossain	KOA	(909) 890-9693	(909) 890-9694	gghossain@koacorporation.com	N
2	Carleton Waters	Urban Crossroads	(949) 660-1994 x210	(949) 660-1911	cwaters@urbanroads.com	N
3	Mahmoud Ahmadi	AFSHA Consulting	(714) 457-1337	(949) 336-6323	msa@afshaconsult.com	Y
4	Ramin Massoumi	DKS Associates	(714) 597-8070	(714) 597-8061	ramin@dksassociates.com	N
5	Vamshi Akkinepally	Iteris	(909) 230-6880 x102	(909) 390-6864	vka@iteris.com	N
6	Kylie Wentworth	UltraSystems	(949) 788-4900	(949) 788-4901	mrogozen@ultrasystems.com	Y
7	JD Douglas	InfraConsult	(213) 212-9406	(213) 312-9418	douglas@infraconsultllc.com	N
8	Derek Pines	Delcan Corporation	(714) 562-5725	(714) 562-5728	d.pines@delcan.com	N
9	Eric Bierce	Cambridge Systematics	(213) 612-7755	(213) 612-7756	ebierce@camsys.com	N
10	Andy Pendoley	MIG, Inc.	(619) 677-2003	(619) 298-1388	andyp@migcom.com	N
11	Tanya Love	RCTC				
12	Matthew Wallace	RCTC				
13	Gregory Moore	RCTC	(951) 787-7141	(951) 787-7906	gmoore@rctc.org	
14						
15						
16						

ATTACHMENT "B"

February 16, 2011

Subject: **REQUEST FOR PROPOSALS NO. 11-67-047-00
ON-CALL GOODS MOVEMENT SUPPORT SERVICES
ANSWERS TO PROPOSERS' QUESTIONS, SET NO. 1**

To: All Proposers

Reference: (a) Pre-Proposal Conference held on February 15, 2011, in the 3rd Floor RCTC
Conference Room 'A'
(b) Subject RFP issued February 1, 2011

The following questions and associated responses were either submitted to the procurement officer by potential proposers during and after the above-referenced pre-proposers meeting, or are being offered by Commission staff to clarify the requirements set forth in the RFP package.

Set No. 1

- Q1. Will the agreement be federally funded?
- A1. The agreement is currently funded with Local Transportation Funds (LTF). Federal funding of any of the work performed under the task order contract is not anticipated; however, there is a small likelihood that federal grant funding could materialize during the term of the agreements.**
- Q2. Would the Commission prefer that a large firm with a broad and varied skill sets and resources propose, or would the Commission rather receive proposals from several small firms with a specific niche or technical focus?
- A2. The Commission has no preference in terms of the firm size and/or type, as long as the requirements set forth in the Statement of Work are met. The Commission reserves the right to select the appropriate number and types of firms necessary to satisfy those requirements.**
- Q3. Why are only four firms being awarded contracts? Would the Commission consider awarding contracts to more than four firms?
- A3. The Commission's decision to award contracts to up to four firms is based on the amount of work anticipated over the next five years and available funding. The Commission could, if deemed necessary to meet its minimum requirements, determine that an award to more than four firms is appropriate and in the Commission's best interests.**
- Q4. How many consultants were awarded a contract under the previous solicitation for Goods Movement Support Services, and who were they?
- A4. Five firms were awarded an agreement under the previous Goods Movement Support Services RFP. The firms were, in no particular order, (1) Cambridge Systematics, Inc., (2) Kimley-Horn and Associates, (3) MIG, Inc., (4) Iteris, and (5) Wilbur Smith Associates.**

- Q5. Would a potential conflict of interest preclude a firm from participating in the RFP process?
- A5. No. Proposers with a potential conflict of interest are not precluded from participating in the RFP process. However, any actual, potential or apparent conflict of interest that an offeror could face as an awardee must be disclosed to the Commission in its proposal and, if awarded, prior to the assignment of a specific task that may present an actual, potential or apparent conflict of interest.**
- Q6. What is the Commission's budget for this effort?
- A6. The resultant contract will be a task order type of agreement. Consequently, the Commission cannot identify the precise value of the contracts, since services will be performed by the successful contractor(s) as the requirements arise. That said, the Commission has budgeted \$250,000 per annum for the services described in the RFP. The Commission does not represent, expressly or by implication, that the actual service level under the various contracts will equal the stated budget amount, and the Commission does not guarantee the consultants any work.**
- Q7. Would part of the scope of services include grant proposal support?
- A7. The precise nature of the work is difficult to establish, but it's very possible that grant proposal support will be one of the requirements requested by the Commission under a particular task order.**
- Q8. Are the fully burdened labor rates for each labor classification proposed by an offeror under Appendix 'G' fixed for the term of the agreement?
- A8. Yes. The fully burdened labor rates are fixed, as proposed, for the term of the agreement.**
- Q9. How many copies of the proposal are required, and where should they be delivered?
- A9. An original, four (4) copies, and one (1) CD of each firm's proposal must be delivered by hand or mail to the address below, not later than 2:00 p.m. on Thursday, March 3, 2011. Proposals received after that time may not be considered. The only acceptable evidence to establish the time of receipt is the date/time stamp imprinted on the proposal package by the date/time recorder at the 3rd floor Commission reception desk located at:**

**Riverside County Transportation Commission
4080 Lemon Street, 3rd Floor
Riverside, CA 92501**

End of Attachment "B"