

ADDENDUM

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CLARIFICATIONS, CHANGES IN SPECIFICATIONS AND/OR SCOPE OF SERVICES

Date Issued: March 14, 2011

Addendum No.: 1

RFP Number: 11-24-056-00 (On-Call Painting Services)

Procurement Officer: Gregory Moore, Procurement and Assets Manager

INTENT

1. This addendum is issued to provide for modifications to the specifications or scope of services, and/or provide additional information intended to clarify the procurement process. Acknowledgment of this addendum shall be made in the Proposal Letter (see Appendix 'F') 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. On occasion, contractors may be required to work in close proximity to the rail right-of-way. As a consequence, the contractor will be required to complete a Commission-designated rail safety certification course, and to provide the Commission with proof of railroad protective liability coverage based on the limits identified below. The successful proposer's failure or inability to secure adequate railroad protective liability insurance and Roadway Workers Protection (On-Track Safety) ("RWP") certification for all on site personnel *will* disqualify a proposer from the procurement process.

Accordingly, the Commission hereby modifies the RFP as follows:

Modify RFP Appendix 'D' Sample Contract Form, paragraph 3.12 Insurance as follows:

Add paragraph 3.12.8

3.12.8 Railroad Protective Liability. If required by a specific Task Order, Consultant shall, in connection with any activities undertaken with respect to the relevant Task Order, acquire and keep in force during the period Services are provided under the Task Order, railroad protective liability insurance with a combined single limit of two million dollars (\$2,000,000) and a general aggregate limit of six million dollars (\$6,000,000), unless a different amount is specified in the Task Order. The insurance shall comply with all applicable requirements specified above.

3. The meeting minutes/summary for the pre-proposal conference held on March 2, 2011 in support of Request for Proposals (RFP) No. 11-24-056-00 (On-Call Painting Services) are included herein as Attachment "A".
4. The Commission's formal responses to questions and requests for clarifications received from prospective proposers are included herein as Attachment "B".
5. The proposal deadline remains March 17, 2011 at 2:00 p.m. Proposals received after the specified date and time may be considered non-responsive and returned to senders unopened.
6. 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****Wednesday, March 2, 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. 11-24-056-00 for the provision of on-call painting services. The meeting was called to order at approximately 2:05 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 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 'D') must be submitted in accordance with RFP Section 4.0 Instructions to Offerors, paragraph 4.7, Requests for Clarification.

2. Project Manager Summary

It is the Commission's intention to establish a bench of up to three (3) qualified contractors to provide as-needed painting services under up to three separate task order agreements for a period of up to five years. A detailed description of the required services is included in the Statement of Work (see RFP Appendix 'A'). George Salas, RCTC/Bechtel Station Manager, presented a brief overview of the Statement of Work. George indicated that the Commission currently owns and operates five commuter rail stations serving Riverside County and the Perris Valley Transit Center. The work will include the preparation and painting of small to large sized interior and exterior surfaces of all types including the painting of metal light standards, station canopies, railings, bollards and other station elements as described under RFP Appendix 'B' Station

Locations. Lots of steam cleaning, priming and painting of corroded metal will be required. Very little painting of drywall will likely be required.

Commission staff will be developing a prioritized list of planned work at the various stations. Potential proposers are strongly encouraged to visit each station site. The Pedley commuter rail station is the smallest station and its condition reflects some of the work that will need to be addressed during the term of the task order agreements. The La Sierra commuter rail station work will include painting the tower/bridge at that location. The tower/bridge work will require the successful contractor to possess railroad protective liability insurance coverage. Contractors must provide the Commission with assurances that it has the capacity to secure the appropriate level of railroad protective liability coverage. Painting services task orders will be awarded on an as-needed basis and there is no guarantee of work.

Proposers are encouraged to visit each Commission-owned station to gain perspective of station sizes and types of surfaces to be painted. You may also contact George Salas at (951) 453-5037 to set up an appointment to view the stations, but setting up an appointment time with George isn't necessary. Contractors may visit the stations at any time without an escort or an appointment as long as the contractor checks in with the security guard, provides a business card to the guard, and lets him/her know what you're doing. All stations are manned 24-hours a day by security personnel.

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 (Appendix 'D'), and provide all of the information requested in the RFP in order to be considered responsive.

Gregory highlighted the following RFP topics/issues:

- **Minimum Qualifications.** At a minimum, proposers must have provided comparable and continuous services for at least three (3) years and shall possess a valid C-33 (Painting and Decorating) license issued by the California State Contractor's License Board at the time the contract is awarded and throughout the full term of the agreement. Proposals that do not evidence the minimum required experience may be eliminated from further consideration in the competitive process.
- **Contract Type.** The Commission will award up to three (3) 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 'F') as part of its submittal. Failure to acknowledge receipt of all addenda for this RFP may render an offeror's proposal non-responsive.

- Insurance. Insurance requirements are included in the Sample Contract Form (see Appendix ‘D’, paragraph 3.12) The required insurance certificates must comply with the stated limits and coverages included in the contract. Further, proposers must provide the Commission with assurances that it can satisfy the minimum amounts for Railroad Protective Liability insurance coverage.
- Subcontractors. Proposers may partner with subcontractors to provide some element of the required services; however, the partnering arrangement must be made clear in the offeror’s proposal, pursuant to RFP Section 4.0 Instructions to offerors, paragraph 4.15, Use of Subcontractors.
- Submittal Requirements. The Submittal Requirements listed in paragraph 7.0 (beginning on page 9) 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, notarized Proposal Letter (see Appendix ‘D’) and all other required forms and certifications (see paragraph 7.0 Submittal Requirements) must be completed and submitted with the respective offerors’ proposals. The proposal letter must include an acknowledgment of any addenda issued by the Commission.
- 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.
- Commuter Rail Station. Potential proposers must be aware that all Commission-owned commuter rail stations are “operating” rail stations with passengers, passengers vehicles, buses, taxis, limos, etc. The successful contractor shall ensure that station parking lots must be kept open at all times for smooth flow of pedestrian traffic and vehicle traffic. Small areas can be coned off where work needs to be performed as long as it does not impact traffic and/or pedestrian flow.
- Rail Training. The Successful Contractor’s personnel and/or subcontractors working within 25-feet of the centerline of the track shall possess valid Contractor Orientation Training for BNSF Railway. Safety certification classes may be taken online at the following web site: <http://www.contractororientation.com/>.
- Work Hours. Standard working hours are generally 8:30 a.m. to 3:30 p.m., however, the successful contractor may work nights and weekends for perform work assigned under individual task orders.
- Storage of Materials. The successful contractor(s) shall provide all storage space needed for performance of this work in an off- site location. Commission facilities shall not be used for the storage of any material, tools or equipment required to perform this work.

- Warranty. The successful contractor's work shall be under warranty for a period of 18 months.
- Station Locations. See Appendix 'B' for listing of station locations.
- Prevailing Wage. The work described under the terms of the RFP is defined as a 'public work' under California law, and, therefore, contractor shall fully comply with prevailing wage laws. The Commission has provide Contractor with a copy of the relevant prevailing wage determination under Appendix 'K'.

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".

Please be advised that, as the Commission's designated Project Manager, George Salas, will be the primary interface between the successful proposers and the Commission *AFTER* the task order contracts are awarded to the successful proposers; however, *DURING* the procurement phase all communications must be directed to and through the designated procurement officer. 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. 11-24-056-00

ON-CALL PAINTING SERVICES

March 2, 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

**George Salas
RCTC/Bechtel Facilities 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 and 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	Rebecca Notarangelo	Applied Architectural	(951) 687-3080	(951) 687-3058	Rebecca@aacpainting.com	N
2	Adam Schuman	US National Corp.	(661) 221-1350	(661) 253-3827	aschuman@usnationalcorp.com	N
3	Ioannis Stathakopolus	C.T. Georgiou	(310) 834-8015	(310) 834-1660	Geor123@pacbell.net	
4	Victor Garcia	VMG Construction & Paint, Inc.	(909) 336-8169	(951) 351-1482	vmghome@yahoo.com	
5	Val Smith	Val's Painting, Inc.	(619) 818-5772		Smith.val@verizon.net	
6	Patrick McGonigle	Brock Services	(409) 659-3798	(310) 522-9968	Patrick.mcgonigle@brockgroup.com	
7	Enrique Becerra	BC Star Painting	(818) 429-1935	(661) 526-7752	BC_starpainting@yahoo.com	
8	George Salas	Bechtel/RCTC				
9	Matthew Wallace	RCTC				
10	Gregory Moore	RCTC	(951) 787-7141	(951) 787-7906	gmoore@rctc.org	
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ATTACHMENT "B"

March 2, 2011

Subject: **REQUEST FOR PROPOSALS NO. 11-24-056-00
ON-CALL PAINTING SERVICES
ANSWERS TO PROPOSERS' QUESTIONS, SET NO. 1**

To: All Proposers

Reference: (a) Pre-Proposal Conference held on March 2, 2011, in the 3rd Floor RCTC
Conference Room 'A'
(b) Subject RFP issued February 17, 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 Commission provide specifications for products used for each task order or is there a standard that will be expected (e.g., two coats primer, one coat paint) for the work under each task order?

A1. Once the scope of services for a particular task order is developed by the Commission, the contractors will walk the job with the Commission's designated project manager to establish the appropriate quantity and material types. The Commission may provide work specifications, but will generally look to the contractor to propose the specification appropriate for each job. Award of each task order will be based on both pricing and the quality of the proposed materials proposed by each contractor.

Q2. Will the contractor be required to provide MSDS for the products included in each proposal?

A2. Yes.

Q3. Why are only three firms being awarded contracts? Would the Commission consider awarding contracts to more than three firms?

A3. The Commission's decision to award contracts to up to three firms is based on the amount of work anticipated over the next five years and available funding.

Q4. Should the proposed rates from contractors include all costs?

A4. Yes. This will be a time-and-materials type contract, and the proposed rates must include all direct and indirect costs including labor, overhead, profit, fringe, taxes, etc. Materials used for each project will be reimbursed based upon the contractor's substantiated costs and its proposed markup rate.

Q5. What is the anticipated award date for the contract(s)?

A5. The tentative award date is May 11, 2011.

Q6. Who has the Commission used in the past?

A6. The Commission has hired various painting contractors in the past for individual painting projects and also retains the services of an on-call general maintenance services contractor to perform smaller painting jobs.

Q7. Are the fully burdened labor rates for each labor classification proposed by an offeror under Appendix 'G' fixed for the term of the agreement?

A7. Yes. The fully burdened labor rates are fixed, as proposed, for the term of the agreement.

Q8. What are the standard working hours at the stations?

A8. Standard working hours are generally 8:30 a.m. to 3:30 p.m., however, the contractor may work nights and weekends for perform work.

Q9. How many copies of the proposal are required, and where should they be delivered?

A9. An original, four (4) copies of each firm's proposal must be delivered by hand or mail to the address below, not later than 2:00 p.m. on March 17, 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"