

A D D E N D U M**covering****CHANGE IN SPECIFICATIONS AND/OR SCOPE OF SERVICES**

Date Issued: November 9, 2011

Addendum No.: 2

RFP Number: 12-31-012-00 (On-Call Right of Way Support Services)

Procurement Officer: Matt Wallace

INTENT

1. This addendum is issued to provide for modifications in the scope of services included in the above referenced RFP. Acknowledgment of this addendum shall be made in the Proposal Letter (see Appendix 'D') required as a part of each proposer's submittal.
2. The meeting minutes/summary for the scheduled non-mandatory pre-proposal conference held on November 2, 2011 in support of RFP No. 12-31-012-00 are included herein as Attachment "A".
3. The Commission's responses to questions and requests for clarifications received from proposers are included herein as Attachment "B".
4. The Commission does hereby modify RFP Section 8.2 Minimum Qualifications, 8.2.1, page 12 as follows:

Change From

Consultant(s) must be a responsible firm that has been in continuous existence and has continuous services for the relevant requirements contained herein for at least ***five (5) years***. Less than the minimum required experience will eliminate that proposer from further consideration.

Change To

Consultant(s) must be a responsible firm that has been in continuous existence and has continuous services for the relevant requirements contained herein for at least ***two (2) years***. Less than the minimum required experience will eliminate that proposer from further consideration.

5. The proposal deadline remains Tuesday, November 22, 2011 at 2:00 p.m.
6. All other terms and conditions of the RFP will remain the same.

Issued by:


Matt Wallace
Procurement Manager

ATTACHMENT “A”**PRE PROPOSAL MEETING MINUTES/SUMMARY
REQUEST FOR PROPOSAL (RFP) NO 12-31-012-00
FOR
ON-CALL RIGHT OF WAY SUPPORT SERVICES**

Under this Attachment ‘A,’ the Commission does hereby provide a summary of the various issues discussed at the pre-proposal meeting. This information is a summary of that meeting and is provided for your information and convenience. In some instances, and for purposes of clarification, the Commission reserves the right to include additional information regarding the project that may not have been covered at the pre-proposal meeting.

Welcome/Introductions (Matt Wallace)

The purpose of this meeting is to describe RCTC’s requirements, to introduce you to the project team, and to field any questions you might have in regards to the solicitation process.

Project Team:

Min Saysay	Right of Way Manager
Rosemarie Stevens	Project Administrator – Bechtel/RCTC
Matt Wallace	Procurement Manager

PROCUREMENT PARTICULARS (Matt Wallace)**Requests for Clarifications (Section 3.7, page 3)**

All requests for clarifications, changes, exceptions or deviations to the Statement of Work must be submitted in writing to Matt Wallace via fax at (951)787-7906, via email at mwal-lace@rctc.org, or via regular mail to the address indicated in the RFP. The cutoff date/time for all questions is 2:00 p.m. on Tuesday, November 8, 2011. Answers to questions received by the Commission prior to the request for clarification deadline will be posted on the RCTC website (www.rctc.org).

A sample contract is included in the RFP. The Commission plans to use the sample contract as the contract resulting from this RFP. Therefore, all proposers are encouraged to familiarize themselves with the sample contract form. Any questions or concerns you may have regarding the sample contract will also be due by 2:00 p.m. on Tuesday, November 8, 2011.

Addenda (Section 3.6, page 3)

Any changes made to the RFP will be issued in the form of an Addendum, which will be posted on the RCTC website. Firms must acknowledge the receipt of Addenda in their Proposal Letters (Appendix D). Failure to acknowledge receipt of all Addenda may render that proposal non-responsive.

Prohibited Communications (Section 3.14, page 6)

No proposer, or anyone representing a proposer, is to discuss this RFP with any official or employee of the Commission, other than the Procurement Officer named in this RFP. Neither proposers, nor anyone representing a proposer, are to discuss this RFP with any Contractor engaged by the Commission for assistance in preparing the RFP documents or any cost estimate associated with this procurement. Violation of this prohibition may result in disqualification of the Contractor even if the contract has already been awarded.

Insurance Requirements (Section 4.0, page 7)

Insurance requirements are listed in the sample contract attached to the RFP Package. They consist of general liability limit of \$2 million, automobile liability limit of \$1 million, worker's compensation limit of \$1 million, and professional liability of \$1 million.

Submittal Requirements (Section 7.0, page 8)

The Submittal Requirements listed in paragraph 7.0 (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. Section 7.1.3 indicates how your proposals are to be organized.

Minimum Qualifications (Section 8.2, page 12)

Consultant(s) must be a responsible firm that has been in continuous existence and has continuous services for the relevant requirements contained herein for at least two (2) years. Less than the minimum required experience will eliminate that offeror from further consideration.

Consultant Project Manager, Acquisition/Negotiation Manager, Relocation Assistant Manager, and Utilities Relocation Manager must meet any minimum qualifications identified for said positions (if any) in the Caltrans Local Assistance Procedures Manual, Chapter 13 Right of Way, Exhibit 13-C Consultant Selection Criteria and Guide.

Basis of Award (Section 8.1, page 11)

A "Shortlist" of firms included within a competitive range will be developed by the Commission. The Commission will notify all firms of the "Shortlisted" firms on or about December 5, 2011. Interviews with the shortlisted firms are tentatively scheduled for December 13, 2011. Please keep this date open. Failure to appear at the interview will cause the Offeror to be eliminated from further evaluation. The Commission reserves the right to postpone the interview date, or cancel an interview, in its sole and absolute discretion. Offeror shall be notified in advance of any such postponement or cancellation.

If awarded, a contract will be entered into with the firm(s) earning the highest overall evaluation score. Any proposal submitted in response to this RFP will be evaluated in strict accordance with the stated evaluation criteria. The Commission reserves the right to award the contract to a firm(s) that is not necessarily offering the lowest price, but to a Offeror who will provide the best overall match to the RFP requirements and who best serves the Commission's interests.

Evaluation Criteria (Section 8.3, page 12)

The evaluation criteria consist of the following:

- Qualifications of the Firm 30 points
- Experience and Qualifications of Key Staff 30 points
- Project Understanding and Approach 25 points
- Cost Effectiveness of Proposed Pricing 15 points

Proposal Pricing Form (Appendix G)

Proposers must complete the Proposal Pricing Form. Proposers shall enter all labor classifications and labor rates for anticipated staffing requirements.

The successful Consultant(s) shall receive compensation, including authorized reimbursements, for all services rendered under the agreement, if awarded, at the proposed rates set forth in this Appendix 'G'. The schedule and maximum compensation shall be set forth in each Contract Task Order, but in no event shall the aggregate value of all Contract Task Orders issued by the Commission exceed the total contract amount.

Consultants' proposed labor and ODC rates shall remain fixed for the term of the agreement. Proposed fully burdened labor rates submitted by the successful Consultants shall include all relevant expenses, taxes, insurance, and fringe benefits, as well as indirect costs, overhead and profit allowance. The successful Consultant shall provide original invoices and/or receipts documenting and substantiating the unit cost for all materials billed under awarded Contract Task Orders.

Period of Performance (Section 3.3, page 2)

The contract term or period of performance shall be for a three-year base period with one separate one-year option to extend the agreement for a total period of performance of up to four (4) years. The option terms may be exercised by the Commission, at its sole discretion, with prior written notice to the Contractor.

Scope of Services – Min Saysay

The Riverside County Transportation Commission (Commission) intends to contract with up to three qualified consultants to provide right of way acquisition, relocation and other related services for developed or undeveloped residential, commercial, industrial, agricultural and railroad properties. Services provided under this agreement will be on an on-call/as needed basis in support of current Commission Projects, Measure A Projects, projects in partnership with other agencies, or in conjunction with Commission-owned property.

The Commission requires qualified full service firms that can handle all of the work stated in the Scope of Work section of the RFP. The Right of Way Department has a limited number of staff to handle a wide variety of duties in addition to delivering the right of way for all Commission projects including invoices, task orders, licensing and leasing. Therefore, the Commission is seeking a turnkey solution to its right of way support needs. The Commission will provide the consultants for the Phase 1 and Phase 2 soil assessment. If needed, it will provide the ROW engineering consultant, the appraiser(s), and the review appraisers. The Commission will also provide property management in terms of hazmat, hazmat mitigation, demolition of structures, clearing, grubbing and fencing. As stated in the scope of work, the Commission expects the right of way consultants to coordinate with all other Commission consultants.

As support needs arise, the Commission will develop a brief scope of work and select a consultant from the list of bench consultants depending on the type of support needed and the qualification of the firm. The selected consultant will respond by providing information about the level of effort required to perform the required services. This will be documented on a pre-approved Contract Task Order (CTO). Rates and cost for each CTO will be in accordance with rates indicated in the price schedules. Upon approval by the Commission's Right of Way Manager, a CTO will be issued on a time and expense or lump sum basis. The consultant will be required to commence work within five days after receiving a fully executed CTO or within the date specified on the CTO.

End of Attachment "A"

ATTACHMENT "B"

**ANSWERS TO PROPOSERS' QUESTIONS: SET NO. 1
REQUEST FOR PROPOSAL (RFP) NO 12-31-012-00
FOR
ON-CALL RIGHT OR WAY SUPPORT SERVICES**

QUESTIONS AND ANSWERS

Response to Questions:

Question No. 1:

What size font should be used?

Answer No. 1:

Proposers shall use 12 point font.

Question No. 2:

Can the proposals be single spaced?

Answer No. 2:

Yes.

Question No. 3:

Do resumes count toward the thirty page proposal limit?

Answer No. 3:

No.

Question No. 4:

Is there a DBE/UDBE goal for these services? Is a good faith effort to obtain DBE/UDBE participation required for this Project? Will proposers be penalized if no DBE/UDBE participants are identified as part of the project team?

Answer No. 4:

A specific DBE/UDBE goal has not been assigned to this project. A DBE/UDBE goal may be applied to specific task orders. A firm assigned to task orders with a specific DBE/UDBE goal will be required to demonstrate a good faith effort if it is unable to meet the goal. Proposers will not be penalized if no DBE/UDBE participants are identified as part of the Project Team.

Question No. 5:

How will task order work be assigned?

Answer No. 5:

Individual task orders will be issued to consultants by the Commission's designated project manager on a qualifications and/or rotational basis. The designated project manager may compete the task orders among the bench consultants.

Question No. 6:

What is the anticipated annual budget for these services?

Answer No. 6:

To be determined. The budget will be determined on a project by project basis.

Question No. 7:

Would a firm with less than two years experience meet the minimum qualifications even though the owner and/or employees have over 25 years each of credible right of way experience?

Answer No. 7:

No. Consultant(s) must be a responsible firm that has been in continuous existence and has continuous services for the relevant requirements contained herein for at least two (2) years. Less than the minimum required experience will eliminate that proposer from further consideration.

Question No. 8:

Does a proposer need to demonstrate expertise in all facets of the functional elements in right of way or may it submit for one or more "Functional Areas" such as relocation, property management or cost estimating and still be considered?

Answer No. 8:

The Commission is seeking qualified, full service, turnkey firms to address its right of way needs. A proposer may provide the services with its own staff or subconsultants.

Question No. 9:

Do the firms need to be "cradle to grave" even though they may have superior knowledge in a particular "Functional Area" than the other proposers?

Answer No. 9:

Yes.

Question No. 10:

Are subconsultants required to fill out the forms listed under Required Forms-Tab 6, page 11 or do they just pertain to the prime contractor? Please identify which forms need to be completed by the prime contractor and subconsultants.

Answer No. 10:

Appendix C – Campaign Contribution Certification - Prime Contractor and Subconsultants

Appendix E – Consultant Information Form – Prime Contractor and Subconsultants

Appendix J – Certificate of Consultant – Prime Contractor

Appendix J – Debarment and Suspension Certification – Prime Contractor

Appendix K – Bidders List Form – Prime Contractor and Subconsultants

Appendix L – Disclosure of Lobbying Activities - Prime Contractor and Subconsultants

Question No. 11:

Will RCTC allow for the use of 11X17 inch pages?

Answer No. 11:

Yes, however, 11X17 inch pages shall count as two pages towards the thirty page proposal limit.

Question No. 12:

Will RCTC select and designate the escrow companies which the successful proposers will work with?

Answer No. 12:

RCTC may choose to use a preferred title and escrow company for ordering title documents and escrow services, however, it has no contractual relationship with any such companies. All title and escrow services will be provided through the awarded consultant(s).

End of Attachment "B"