



ADDENDUM

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CHANGE IN SPECIFICATIONS AND/OR SCOPE OF SERVICES

Date Issued: November 3, 2011

Addendum No.: 1

RFP Number: 12-25-022-00 (On-Call Rail Operations 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 October 25, 2011 in support of RFP No. 12-25-022-00 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 proposal deadline remains Tuesday, November 15, 2011 at 2:00 p.m.
5. All other terms and conditions of the RFP will remain the same.

Issued by:

A handwritten signature in cursive script that reads "Matt Wallace".

Matt Wallace
Procurement Manager

ATTACHMENT "A"**PRE PROPOSAL MEETING MINUTES/SUMMARY
REQUEST FOR PROPOSAL (RFP) NO 12-25-022-00
FOR
ON-CALL RAIL OPERATIONS 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:

Sheldon Peterson	Rail 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 mwallace@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 1, 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 1, 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 11)

Consultant's key staff/project manager must have specialized experience or knowledge regarding passenger rail projects/plans and have provided comparable and continuous professional services, based upon the requirements contained herein, for a minimum for five (5) years.

Basis of Award

Any proposals submitted in response to this RFP will be evaluated according to the stated evaluation criteria. The evaluation criteria may only be modified by written addendum to the RFP.

If awarded, a contract award will be made to the proposer(s) earning the highest total evaluation score based upon the proposal evaluation criteria detailed under the terms of the RFP.

Evaluation Criteria (Section 8.3, page 12)

The evaluation criteria consist of the following:

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| • 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 3)

The period of performance for this contract shall be a three-year base period with two single-year options to extend the agreement for a total period of up to five years.

Scope of Services – Sheldon Peterson

RCTC's Rail Department is challenged in that it has limited staff to handle a wide variety of projects. It is involved in a number of rail activities with Metrolink and is part of the Joint Powers agreement and one of the member agencies responsible for dealing with Metrolink on a daily basis. RCTC is involved in LOSSAN activities, the Amtrak intercity service, and the California high-speed rail effort.

RCTC has been involved with high speed rail studies on a possible LA to San Diego Corridor and will need support for this project. A number of our members in the Coachella Valley have shown a keen interest in trying to get Amtrak intercity or some sort of rail service to the Palm Springs area. There will be a wide variety of tasks involved with this issue. In addition, RCTC owns and operates five commuter rail stations in Riverside County and plans to add a 24-mile extension including four new stations.

RCTC's Rail Department staff needs to support all of these functions and is looking for consultant support to help with various studies, day to day support, research and to give background and understanding on how to deal with any issues, specific problems, and/or questions that might come up. Some of these issues could include feasibility studies for new Metrolink routes and services and a feasibility study for the Coachella Valley service that was identified above. We also do short range transit plans. There is a potential for some engineering work which could involve reviewing projects for Metrolink or internal projects such as the layover facilities and/or stations in order to get separate evaluations. There are a lot of potential tasks that haven't been

defined yet. RCTC is seeking a qualified on-call bench of up to three firms to address these issues.

Another aspect that we need resources for that we do not currently have is modeling of the railroad for both ridership potential and also service design. We need to make sure that there are enough trains to fit in the limited capacity on the railroads since we utilize both BNSF and UP railroads for the Metrolink systems. The challenge will be to make sure we can get the trains through the network and coordinate with Metrolink to maximize service to the line.

End of Attachment "A"

ATTACHMENT "B"

**ANSWERS TO PROPOSERS' QUESTIONS: SET NO. 1
REQUEST FOR PROPOSAL (RFP) NO 12-25-022-00
FOR
ON-CALL RAIL OPERATIONS SUPPORT SERVICES**

QUESTIONS AND ANSWERS

Response to Questions:

Question No. 1:

Is the Commission planning to award more than one consultant?

Answer No. 1:

The Commission intends to award contracts to up to three qualified firms.

Question No. 2:

What is the annual budget for these services?

Answer No. 2:

Approximately \$100K - \$150K per year.

Question No. 3:

Is the \$100K - \$150K budget per consultant?

Answer No. 3:

No. The total annual budget is 100K - \$150K for the entire on-call bench.

Question No. 4:

Is there a SBE or DBE participation goal?

Answer No. 4:

No.

Question No. 5:

What is the contract term?

Answer No. 5:

The contract term shall be for a three year base period with two separate one-year options to extend the agreement for a total period of performance of up to five years.

Question No. 6:

Is this more of a planning or design contract?

Answer No. 6:

It is more of a planning contract than an engineering/design type contract.

Question No. 7:

Is the on-call bench going to compete for each task order or is work assigned on a rotational basis?

Answer No. 7:

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. 8:

How much advance notice will be given if the interview date is changed?

Answer No. 8:

The Commission will notify all firms of the Shortlisted firms on or about November 23, 2011.

Question No. 9:

In reference to Appendix G, Proposal Pricing Form, does the fully burdened labor rate for year 1, 2, and 3 include escalation?

Answer No. 9:

Proposed fully burdened labor rates submitted by the Consultants shall include all relevant expenses, taxes, insurance, and fringe benefits, as well as indirect costs, overhead and profit allowance. Proposers may include escalation in its proposed annual billing rates. The proposed rates, however, are fixed for the term of the agreement.

Question No. 10:

Will a bench consultant firm be precluded from competing on future work due to its participation under this agreement?

Answer No. 10:

Not necessarily. There is potential for a conflict of interest, but the Commission will evaluate a conflict of interest on a case by case basis. A bench consultant will have the opportunity to recuse itself prior to the award of a task order.

Question No. 11:

Please clarify the proposal page limit and the RCTC forms that are excluded from the total page count?

Answer No. 11:

Proposals should not exceed thirty (30) pages in length, excluding any RCTC provided forms or attachments. RFP Appendix C, D, E, F, and G will not count toward the total page count.

Question No. 12:

Do the resumes for key personnel count toward the proposal page limit?

Answer No. 12:

Yes.

End of Attachment "B"