

El Cerrito



November 18, 2022

Hercules

**Addendum #1 to WCCTAC RFP 22-001 Richmond Parkway Environmental Justice and Regional Mobility Plan**

Pinole

The following changes to RFP 22-01 are included as Addendum #1

Page 18 Table 1: RFP SCHEDULE is replaced with Revised Table 1: RFP SCHEDULE:

Richmond

San Pablo

Contra Costa County

AC Transit

BART

WestCAT

REVISED TABLE 1: RFP SCHEDULE	
ACTIVITY	DATE/TIME
RFP issued.	Thursday, November 2, 2022
<b>Optional Pre-Proposal Zoom Meeting</b> held via Zoom. Please register at <a href="mailto:LGREENBLAT@wcctac.org">LGREENBLAT@wcctac.org</a> by 5:00 p.m. the day before the meeting to receive the meeting link.	Monday, November 14, 2022, at 3:00 p.m.
<b>Deadline for proposers to submit questions.</b> All questions must be directed by email to the Sole Point of Contact.	Wednesday, November 16, 2022, at 3:00 p.m.
<b>Final Addendum issued, if necessary.</b> Proposers may sign up for RFP email notifications at <a href="mailto:LGREENBLAT@wcctac.org">LGREENBLAT@wcctac.org</a> .	Friday, November 18, 2022 3:00 p.m.
<b>Proposal PDF Due Date. LATE SUBMISSIONS WILL NOT BE ACCEPTED.</b> Upload PDFs to <a href="https://www.dropbox.com/request/h88gy55oQQvaA5d6RvTs">https://www.dropbox.com/request/h88gy55oQQvaA5d6RvTs</a>	Thursday, December 1, 2022, at Noon
<b>Six Hard Copies of Proposal Due at WCCTAC Offices:</b> 6333 Potrero Ave., Suite 100, El Cerrito, CA 94530	Friday, December 2, 2022, at 3:00 p.m.
<b>Anticipated Proposal Review.</b> Selection Review Panel evaluates proposals and develops short list of firms to interview, if necessary.	December 2-22, 2022
<b>Interviews, if necessary.</b>	Wednesday, January 3, 2023
<b>Anticipated Final Evaluation and Determination of Top-Ranked Firm.</b>	Thursday, January 13, 2023
<b>Anticipated WCCTAC Board Authorization for Executive Director to Negotiate and Execute Contract</b>	Friday, January 27, 2023
<b>Anticipated Contract Commencement.</b>	Wednesday, February 1, 2023

Pages 18- 19 General Instructions is replaced as shown below. Note Table 2 remains included and unchanged:

### **General Instructions**

By the proposal due date, interested proposers shall submit:

- **Technical Proposal** (written proposal, **without cost proposal or cost elements**): six (6) hardcopies of the complete proposal, along with electronic files of the complete proposal in ~~DOC/DOCX~~ **and** PDF formats.
- **Cost Proposal** (**sealed separately** from the technical proposal and labeled “Cost Proposal Attachment,” as identified in **Section II.2.E.5**): One (1) hardcopy of the complete cost proposal, along with electronic files of the complete proposal in ~~XLS/XLSX~~ **and** PDF formats.

Electronic copies should be submitted via the DropBox file request folder called Receipt of Proposals for WCCTAC RFP 22-001 and which can be accessed at: <https://www.dropbox.com/request/h88gy55oQQvaA5d6RvTs> or on a USB flash drive, but Dropbox use is preferred. Proposers who submit their proposals by mail should allow sufficient mailing and internal delivery time to ensure timely receipt by WCCTAC. Late submittals will not be accepted. Submissions transmitted by facsimile or email will not be accepted.

Dropbox submittals should include two separate files, one with the complete proposal and a separate file with the cost estimate. Both files should have file names that include the proposer’s name. For submittals not using Dropbox, the ~~The~~ original, all copies, the USB flash drive, and a separate sealed cost proposal envelope, must be submitted in a sealed envelope or container—stating, on the outside, the proposer’s name, address, telephone number; the RFP number and title; and proposal due date—and delivered to:

Leah Greenblat, Transportation Planning Manager  
West Contra Costa Transportation Advisory Committee  
6333 Potrero Avenue, Suite 100  
El Cerrito, California 94530

Proposals must be typed with a minimum 12-point font and submitted on 8½” x 11” paper with at least 1” margins, using a single method of fastening. The font requirement applies to all text except for charts, tables, and graphs; nevertheless, all charts, tables and graphs should be legible. When appropriate, double-sided printing is encouraged. Graphs, diagrams, or organizational charts could be shown on 11” x 17” paper. 11” x 17” paper will be counted as two pages per side or four pages if double-sided. Proposals shall not exceed 30 pages (15 if double-sided), excluding sections or content as indicated in Table 2: Page Limit Requirements. Proposal content and completeness are most important. Clarity, organization, and conciseness are essential and will be considered in assessing the proposer’s capabilities. Proposals should only contain relevant ion pertaining to the response of this RFP; marketing materials should not be included, unless appropriate.

Page 22 4. Staffing Plan and Availability: last paragraph modified in the section is modified:

Describe the qualifications and expertise of your proposed team, including all subconsultants, in providing services for clients comparable to WCCTAC. Include a brief description of each firm's size as well as the local organizational structure. List principals and partners and specify the location of the office that will serve WCCTAC's needs. Include a discussion of each team member's capacity and resources. Provide reference contact information. (See References section for required information to provide.) For community-based organizations (CBOs) retained as sub-consultants, preparation and submittal of forms, resumes, and other supporting collateral documents with the response to the proposal is not required. As the selection process progresses, forms and supporting documents required by Caltrans may need to be obtained from participating CBOs. ~~Additionally, this section shall include a listing of any lawsuit or litigation and the result of that action resulting from (a) any services provided by the proposer or by its subconsultants where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the proposer or its insurers within the last five years.~~

Page 22 Cost Proposal, first three paragraphs are revised as shown below:

**Cost Proposal** – Proposer shall submit, in hard copy and electronic copies (in ~~Excel and~~ PDF format), the following in one separately sealed envelope clearly labeled “Cost Proposal Attachment”:

- a. The overall price and budget, showing the level of effort and cost breakdown by tasks identified in the scope. Provide cost breakdown by subconsultants, if any, based on current certification at time of proposal submission. For CBO subconsultants, it is sufficient to provide approximate budgets without a detailed cost breakdown for CBO services.
- b. The cost proposal should include a table showing each task and subtask, each staff person and/or subconsultant and their title. For tasks, subtasks provide the corresponding number of hours. For staff/subconsultants provide their corresponding number of hours and their hourly rate. For CBO subconsultants, it is sufficient to provide approximate budgets without billing rates for CBO services. Subtotals should be provided showing the total number of hours by task, the total number of hours by task per staff person/subconsultant and the total number of hours by staffperson/subconsultant.

Page 23 F. References, the text in the section is revised as shown below:

Provide a maximum two-page resume for each key team member (including key personnel working for each subconsultant; not required for CBO subconsultants). Resumes may be provided in the appendix to the proposal and will not count toward the page-count limit.

Provide at least three (3) references related to previous projects similar to this project, or elements of this project, on which the firm worked. Include a brief project description, the project title, duration, budget, sponsoring agency, sponsor project manager, the specific work conducted, and roles played by individuals proposed for this contract. Include the name of the agency for which the work was performed, contact person name, email, telephone number, and year(s) that the work was done.

Provide a representative list of clients for whom the prime proposer has worked and name the specific work products produced. The client list will not be included in the page limit.

At least one (1) reference is required for each subconsultant with a proposed budget over \$25,000 total for this contract (not required for CBO subconsultants).

Provide a summary of all contracts that members of your team (including subconsultants, but not CBO subconsultants) have held with WCCTAC in the past three years, including a brief description of the scope of work, the contract amount, and date of execution.

Qualifications and reference materials, excluding resumes, are included in the page limit.

Page 24 H. Forms and Certifications, Table 3: Required Forms and Certifications is replaced with Revised Table 3: Required Forms and Certifications:

<b>REVISED TABLE 3: REQUIRED FORMS AND CERTIFICATIONS</b>			
<b>FORMS AND CERTIFICATIONS</b>	<b>SEPARATE LY SEALED ENVELOP E</b>	<b>REQUIRED FOR PRIME CONSULTA NT</b>	<b>REQUIRED FOR SUB- CONSULTA NT</b>
<b>Appendix D</b> – Exceptions to the WCCTAC Sample Professional Services Contract Form (if necessary)	–	✓	–
<b>Appendix E</b> – Levine Act	–	✓	✓
<b>Appendix F</b> – Insurance Requirement Form	–	✓	✓
<b>Appendix G</b> – Public Contract Code	–	✓	✓
<b><u>Appendix H</u></b> – <b><u>Lawsuit, Litigation &amp; Actions Form</u></b>		✓	✓

Following page 82, insert new Appendix H, Lawsuit, Litigation and Actions Form:

## **H. Lawsuit, Litigation and Actions Form**

**\*\*\*PRIME PROPOSER AND SUBCONSULTANTS/SUBCONTRACTORS MUST SUBMIT A SIGNED  
LAWSUIT, LITIGATION AND ACTIONS STATEMENT\*\*\***

Include a listing of any lawsuit or litigation and the result of that action resulting from (a) any services provided by the proposer or by its subconsultants where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the proposer or its insurers within the last five years.

If no lawsuits, litigation or actions are applicable, sign and date here:

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