

El Cerrito

Hercules

**Additional Response to Questions and Addendum #2 to RFQ 2024-01
For On-Call Transportation Grant Writing and Grant Preparation
Consultants with Supporting Outreach, Planning/Engineering and
Analytical Related Services Bench**

Pinole

ADDITIONAL QUESTIONS

WCCTAC received additional questions in a timely manner that were inadvertently not included in its earlier response to questions. Below are the additional questions and WCCTAC's responses.

Richmond

1. For the hard copy proposal submission, who should proposers address the package to? Can you provide an individual recipient?

Packages may be addressed to WCCTAC. If the courier requires a named individual, please send to WCCTAC c/o Leah Greenblat

San Pablo

2. Will covers and section dividers be permitted outside of the 20-page limit?

Yes covers and section dividers do not count towards the 20-page limit.

An addendum will be issued to clarify their exclusion from the 20-page limit.

Contra Costa
County

3. Will letters of commitment from each subconsultant (2. Team Structure bullet #4) be counted towards the 20-page limit?

On page 9 of the RFQ in section IV.A.2: A signed letter or statement from the principal of each subconsultant indicating the specific portion of the project the subconsultant will be performing does not count towards the 20-page limit.

AC Transit

An addendum will be issued to clarify that the letters or statements do not count towards the 20-page limit.

BART

4. The IV. A. Proposal Content instructions mention "required exhibits," can you provide or identify these?

Required exhibits mentioned in section IV.A. could include the signed letters or statements referenced in section IV.A.2.

WestCAT

5. The evaluation criteria includes “understanding of objectives.” Shall this response be provided in Section 3 Statement of Qualifications?

Yes.

6. Can the cost proposal identify names for all key personnel and subconsultants instead of all staff since we will provide classifications?

Key personnel and subconsultants should be named. For lower-level staff, WCCTAC seeks the job title/classification and pay rate.

An addendum will be issued to clarify information required for non-key personnel.

7. Will interviews be in-person or virtual?

WCCTAC does not anticipate holding interviews. If needed, WCCTAC will offer both an in-person and virtual option.

ADDENDUM #2 TO RFQ 2024-01:

The following changes and additions are being made to RFQ 2024-01. Strike through (~~striketrough~~) represents deletions. Underline (underline) represents additions to the RFQ. Addendum #2 consists of changes in two sections of the RFQ. When submitting responses to RFQ 2024-01, please acknowledge receipt of Addendum #1 and #2.

Addendum #2 applies to page 8 of the PDF in Section IV.A.:

A. PROPOSAL CONTENT

Interested parties responding to this RFQ are expected to submit one Statement of Qualifications (SOQ). All SOQs should be clear, concise, and provide enough information to minimize questions and assumptions. SOQs should be limited to no more than 20 (8 ½” x 11”) pages in no less than 11-point font excluding proposal cover and back pages, section dividers, cover letter, table of contents, organizational chart, and the following items, which should be included as attachments: résumés (limited to one page each), cost proposal and required exhibits such as letters from subconsultants indicating intent to perform specific work. Page sizes greater than the letter size of 8.5” x 11” will be counted as two pages. WCCTAC accepts no financial responsibility for any costs incurred in the preparation of SOQs. Upon receipt by WCCTAC, all accepted SOQs submitted in response to this RFQ will become property of WCCTAC.

Addendum #2 also applies to page 10 of the PDF in Section IV.A.6. (Note changes shown below includes Addendum #1):

6. **Cost Proposal.** The cost proposal will not count towards the 20-page limit and should be submitted as part of the whole proposal. Task orders under this contract will be on a labor-

hour contract, which provides for payment of the successful Proposer's allowable incurred costs, to the extent prescribed in the Task Order. The cost proposal must include a budget rate sheet comprised of a matrix with columns for hourly rates, classification, and name for all key personnel and/or subconsultants involved for the work described in Section II above. For lower-level staff, WCCTAC seeks the job title/classification and pay rate. Include billing cost method for any foreseeable extra charges, such as miles, printing, etc. The cost proposal must be presented in the applicable format for the method of payment.

April 18, 2024

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