

September 18, 2019

**To: Prospective Proposers**

**From: Chris Valle, Contracts Administrator**

**Subject: Addendum No. 1 to RFP S19101 On-Call Land Surveying and Mapping Services**

Certain revisions, additions, and modifications are hereby incorporated into the Request for Proposal (RFP) Documents. Each Proposer shall acknowledge receipt of this Addendum using the ACKNOWLEDGEMENT FORM and submit it with proposal.

Replacement or additional text is shown as **bold** and underlined (**added text**). Deleted text is shown with strikethrough (~~deleted text~~) in the “redlined version” attached.

**1. Reference Page 21, Section IX. ADMINISTRATIVE SUBMITTALS is revised as follows:**

Proposer must submit all forms as part of the Proposal. Form No. 4 **and No. 5** must be printed and submitted in a separate and sealed envelope as part of the Proposal.

**2. Reference Page 12, Section V. BUSINESS DIVERSITY PROGRAM POLICY, Paragraph B, Sub-paragraph 1a – SBE Program Requirements, Goal Assignments, Listings for SBE and DBE firms are revised as follows:**

Listings for SBE and DBE firms are:

VTA SBE Database:

- <http://www.VTA.org/about-us/doing-business-with-VTA-search-for-sbes>

California UCP DBE Database:

- ~~[http://www.dot.ca.gov/hq/bep/find\\_certified.htm](http://www.dot.ca.gov/hq/bep/find_certified.htm)~~  
**[www.dot.ca.gov/programs/business-and-economic-opportunity/dbe-search](http://www.dot.ca.gov/programs/business-and-economic-opportunity/dbe-search)**

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| <p>The following page(s) contain responses to questions submitted by prospective Proposers. Do not submit the attached “Q&amp;A” document in your proposal.</p> |
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## QUESTIONS & ANSWERS

The following questions have been submitted by prospective proposers. VTA has provided responses to the following questions to assist proposers in the preparation of their proposal. Some questions may have resulted in material changes to the instructions or technical aspects of the RFP. If so, those changes have been documented in the previous section of this Addendum and a reference has been provided in the Q&A response.

**Q1. What is the B2G website?**

A1. B2Gnow is the Contract Utilization Monitoring system for Business Diversity Programs (OBDDP). The website is where the system resides. Once a contract is executed, OBDDP inputs the contract information in the system (awardee, contract amount, project manager, etc). The system then monitors the contract according the parameters set by OBDDP. All contractor (prime) reporting is done via the website, <https://vta.sdbde.com>.

**Q2. Will DBE/SBE goals be enforced for locally funded projects?**

A2. Yes, all DBE/SBE goals are enforced.

**Q3. How many firms are intended to be awarded to be in the On-Call List?**

A3. VTA has not yet determined how many firms will be included in the on-call list. This number will depend, in part, upon how many quality proposals received by VTA.

**Q4. How much aerial photography is anticipated?**

A4. There are in the order of ten VTA's Highway Program projects that may need aerial photogrammetric services in the next couple of years.

**Q5. Are drone applications needed?**

A5. It is not required that proposals submitted contain a reference to Unmanned Aerial Vehicle (UAV) surveys. A consultant on the on-call list that can supply UAV surveys, however, may be chosen for a specific task order where UAV surveys offer the best solution to accurately, economically, quickly, and safely provide the deliverables required.

**Q6. What is the local jurisdiction for VTA's local firm preference?**

A6. Refer to Form 6 – Local Firm Certification of the RFP.

**Q7. For the audit report, is it required to be part of the submittal and in a separate envelope?**

A7. No.

**Q8. On pg. 6 it says to have a separate envelope for form 4 and forms 5 Parts 1 and 2 but then on pg. 21 it says only form 4 to be in a separate envelope. Should form 4 and 5 be in the same separate envelope from the proposal?**

A8. Form 4 and 5 will be submitted in separate sealed envelope.

**Q9. Can the forms be added as an appendix to the main proposal (excluding form 4 and form 5)?**

A9. Yes, as long as you reference the exact form number.

**Q10. For client reference, do we have to include the contract value for the project that we worked on with that reference?**

A10. No.

**Q11. For the forms, is it required that all are wet signatures, including the forms from subs?**

A11. Scanned copies are acceptable.

**Q12. For Item 6. Client References, just want to clarify if you only need at least 3 client references from the prime consultant, or do you also expect us to submit 3 client references for each subconsultant?**

A12. 3 client references from the prime consultant will suffice.

**Q13. Does the subconsultant need to submit a Form 7 and Form 8?**

A13. Yes

**Q14. For Form 5, since this is an on-call, should we just assume a dollar value for each DBE and SBE or can we just put a % of contract value?**

A14. You can use a % of contract value for the proposal submission, however, when a task order is issued, you will be required to submit another Form 5 with the dollar value

**Q15. How soon will you know how many firms you will include in your pool for this RFP?**

A15. Notice(s) of Selected Award will be issued once negotiations with selected firms are completed. This will most likely occur in December 2019.

**Q16. When do the larger firms need to disclose the names of the SBE or DBE firms they intend to contract with to meet the Task's SBE/DBE goals?**

A16. They should be listed on Form 5, which is submitted with the proposal. However, when a task order is issued, the proposer will be required to submit another Form 5 for that task order

**Q17. Can a smaller firm be both in the pool as a separate consultant (for the smaller projects) and part of a larger firm's team?**

A17. Yes.

**Q18. Can you expand on the topic of not being allowed to propose on the Design of any project, if the firm gets the Survey task for that project?**

A18. Refer to NOTICE TO PROPOSERS OF REQUIREMENT TO AVOID CONFLICTS OF INTERESTS section of the RFP.