

November 19, 2020

To: Prospective Proposers

From: Gina Cole, Contracts Administrator

Subject: Question and Answer for RFP S20141 Transit Oriented Development Consulting Services

<p>The following page(s) contain responses to questions submitted by prospective Proposers. Do not submit the attached “Q&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. Duplicates answered once. Some questions may have resulted in material changes to the instructions or technical aspects of the RFP. If so, those changes will be documented herein.

1.Q. Will VTA consider accepting a submittal via an electronic link such as Dropbox? Given COVID, the slowness of the mail and the importance of social distancing providing an electronic link seems to be appropriate.

A. VTA will consider PDF in a form of an email to gina.cole@vta.org (POC), or by electronic format in form a flash drive.

2. Q. Given participation cancels work related to these projects, we were wondering if you could give us an idea of the scale of these projects? RELM sincerely hopes to work with VTA and we are trying to access if it makes sense to pursue this work or wait and bid on subsequent RFPs

A. The scale of the projects will vary. Awardees from the RFP can anticipate regular work on an ongoing basis through the life of the contracts which we anticipate being 5-7 years.

3.Q. Will that be sufficient to be able to continue providing General Plan, Site Planning, and Project Management services, or does Place Works also need to submit proposals for either Technical Review and Oversight and/or Engineering to continue working on our current and similar projects?

A. This RFP and its awardees will serve as a replacement to the existing On Call contracts which expire in 2021.

4. Q. Please confirm that we are not to assemble teams per page 3: *“Firms must submit a Proposal only for services they provide. VTA does not seek Proposals from teams consisting of more than one firm.”*

A. Confirmed.

a. Does this mean we are not to include subs?

A. No, include subs on the appropriate forms and submit one (1) proposal.

b. If we are not including subs, on Forms 5 and 6, do we just indicate whether we are a MWBE or SBE, and Form 7 is not needed?

A. All forms are needed and need to be signed. If not applicable, put N/A and sign the form. Please indicate SBE/MWBE, etc.

5. Q. Do you anticipate that work under this contract would preclude firms from submitting for upcoming contracts for BART to San Jose Phase 2?

A. No.

6. Q. Because this is an on-call contract with three contract awards for each scope category, may a firm decline a task order if VTA determines that it would create a conflict of interest for future work that the firm would like to pursue?

A. Yes.

7. Q. A previous RFP for these services included 4 other categories: Architecture/Planning Firms/Entitlement Support and Processing Firms; Civil Engineering Firms; Construction Management/Owners Representative Firms; and Landscape Architecture/Access Planning/Urban Design Firms. Does VTA intend to procure these services at a later date?

A. Once awarded we would reach out to the awardees for Task Order's and scope.

8. Q. Given the different qualifications and personnel required for each category, does the five 2-sided page limit apply to the entire submittal or per each category?

A. Each category

9. Q. Please confirm the 10-page limit – includes: Profile of firm, qualification of firm, understanding of industry, staffing, resumes, key personnel & client references?

A. Preferably yes, but won't be deemed non-responsive if not exact.

Q Is the Cover letter, dividers and submittals not part of 10-page requirement?

A. They are not part of the count, but won't be deemed non-responsive if not exact.

10. Q. Can the listing of lawsuits or litigation be included as an appendix?

A. Preferably should be in the (5) 2 sided count, but wont be deemed non responsive if not exact.

11. Q. Please confirm the five 2-sided page limit does not include the administrative submittals.

A. Confirmed.

12. Q. If we are submitting for multiple categories, should we provide 3 client references total or 3 client references per category?

A. 3 for each category.

13. Q. When does VTA intend to provide the answers to these questions?

A. By November 23, 2020.

14. Q. Proposal are sought from individual firms (do not assemble teams) but Form 5, 6, and 7 require listing of MWBE, SBE, and subconsultant firms. Does VTA still require these forms?

A. All forms are needed and need to be signed. If not applicable, put N/A and sign the form. Please indicate SBE/MWBE etc. if you have any to list.

15. Q. Can you list the possible dates of the interviews?

A. We do not anticipate interviews at this time..

16. Q. Are cost proposals submitted by proponents required to comply with federal acquisition regulation (FAR) part 31 (federal cost principles for-profit entities)?

A. No.

17. Q. RFP lists in the Evaluation Criteria the Cost Proposal 15 points, but the III. PROPOSAL FORMAT AND CONTENT does not include a cost proposal listed in the content. Are you requiring a cost proposal and if so, what are the requirements for cost?

A. Yes. Average fully burdened rate sheets will be compared and used to score proposals, see Form 4. VTA may require a breakdown of the costs included in your overhead rate.

18. Q. In Number 4. Project Staffing is requiring an organizational chart for the project team and resumes for personnel. Can resumes be excluded from the five (5) 2-Sided Page maximum?

A. Preferably not.

19. Q. Page 3 of the RFP states, "Firms must submit a Proposal only for services they provide. VTA does not seek Proposals from teams consisting of more than one firm." However, the RFP mentions subconsultants multiple times throughout the RFP (page 4, 7, 11, 12, 13, Form 1, Form 2). Are prime consultants able to have subconsultant firms on their team?

A. Yes .

Q. Or should all proposer teams consist of only one firm?

A. Include subs if you have them on the appropriate forms and submit one (1) proposal. All forms are needed and need to be signed. If not applicable, put N/A and sign the form. Please indicate SBE/MWBE, etc.

20. Q. Page 4 of the RFP states

"NOTICE TO PROPOSERS OF LIMITATION OF FUTURE CONTRACTING: The Proposer(s) selected under this RFP will be precluded from submitting proposals or bids as a prime contractor or subcontractor for any future procurement with VTA if the specifications,

requirements, scope of services, and/or RFPs for such work were developed or influenced by the work performed under the contract resulting from this RFP. Further, if a contractor or subcontractor obtains or has access to nonpublic information related to a future RFP through work performed under this RFP, that contractor or subcontractor may be barred from submitting proposals as a prime contractor or subcontractor on that future RFP.” We are also considering a response RFP S20142 Does this “limitation of future contracting” apply to this RFP?

A. Response to either RFP will be a conflict.

21. Q Can you please share VTA’s budget allocation for each category?

A. The annual anticipated budget for the total TOD program for professional services would be 1-3 M per year.

22. Q. The RFP describes circumstances under which a selected proposer would be prohibited from submitting proposals on future VTA procurements. Would a proposer selected to perform work under Qualification Category 1 (Economic Analysis and Development Advisory Services Firms) and/or 5 (Project Management Services) be permitted to bid as part of a team proposing to develop a VTA-owned site that the agency may put up for bid in the future?

A. If a consultant advises on a specific project, they will not be able to later compete on a team for developer selection. They would not be competed out for sites they don't advise VTA on.

24. Q. Can a firm submit under a category for which they meet only some of the minimum qualifications?

A. Yes, however VTA reserves the right to deem the proposal un-responsive upon full review.

25. Q. Does the page limit include the cover sheet and administrative submittals?

A. Preferably no, but won’t be deemed non-responsive if not exact.

25.Q.RFP lists in the Evaluation Criteria the Cost Proposal 15 points, but the III. PROPOSAL FORMAT AND CONTENT does not include a cost proposal listed in the content. Are you requiring a cost proposal and if so, what are the requirements for cost?

A. See Form 4 for instructions, please provide labor rates. VTA may require a breakdown of the costs included in your overhead rate.

26. Q. To protect confidential information, would VTA accept submitting form 4 as a separate attachment from the proposal?

A. Prefer as one submittal

27. What is the estimated timeframe between the submission of the RFP proposals and the Notice of Recommended Award?

A. Usually a few weeks, however it could be longer depending on the number of proposals received.

28. Q. At this time, we are not considering any specific subconsultants to work with us for these services, however, given the length and broadness of the scope of work, we might consider to work with some in the future. Would VTA be open to this? If so, what would be the process to include them in our team?

A. Yes. Approved by the PM and consultant, subsequent subcontracting could occur upon agreement between VTA and Awardee.

29. Q. Could you provide us with an estimated timeline for the different stations that would be eventually developed?

A. Priority sites through FY22/23 include Blossom Hill, Branham, Capitol, Cerone, Cottle, Curtner, Diridon, Evelyn, Milpitas Transit, Center, VTA Block, Berryessa, Gilroy, Tamien, 28th Street, Santa Clara. This list is subject to change based on market conditions.

30. Q. Please further clarify the conflict of interest limitations. Since we understand different consultants might be selected for different projects, are we going to be able to submit a proposal as developers on those stations/projects where we are not working as a consultant?

A. Yes.

31. Q. For "local firm preference," we see that local is defined as having an office location within Santa Clara County. Will those points only be awarded if the lead firm has a local office, or could they also apply if a partnering team has a local presence

A. Both.

32. Q. With regard to audit report/requirements and billing rates, if a firm does not have audited overhead rates will VTA accept fully burdened billing rates without overhead distinction?

A. Yes. VTA may require a breakdown of the costs included in your overhead rate.

33. Q. Are we permitted to use 11X17 page size if needed?

A. Yes.

Q. And if it so do they count as 1 page of the allotted 5 (2-sided) pages?

A. Yes.

34. Q. Item II. A states "Proposers may submit qualifications for one or more TOD categories listed 1 to 4 below in a single proposal". Should the sentence be revised to state TOD categories listed 1 to 5? It is 5. Or is a separate proposal required for Category 5 Project Management Services?

A. (1) Proposal is required. Sentence corrected see Addendum no. 1.



35. Q. The previously released RFP and Addendum stated this proposal could be emailed to the Contact. Please clarify we are we able to email our proposal submissions to Gina Cole, Contracts Administrator Santa Clara Valley Transportation Authority, Email: gina.cole@VTA.rog, or if this must be submitted via Flash Drive to Gina Cole, Contracts Administrator, Santa Clara Valley Transportation Authority ; 3331 North First Street, Building B , San Jose, California 95134?

A. Yes, either is ok.

36. Q. I would hate to submit subs then somehow be disqualified because of this language “Firms must submit a Proposal only for services they provide. VTA does not seek proposals from teams consisting of more than one firm”.

A. VTA is seeking proposals from single (i.e., non-joint-venture or partnership) firms. If proposing firms wish to subcontract out specialty areas of the work, that is acceptable, and if that is the case the subcontractors should be listed using the appropriate forms. Whether a firm uses any subcontractors or not is not a criterion for evaluation.

37. Q. In the evaluation criteria, 30% of the scoring is cost proposal. Given that the cost proposal will consist of a rate schedule, and not the cost of performing a project, what will be the role or the value of this information in the evaluation?

A. Please see form 4. Average fully burdened rates will be compared and used to score proposals.

38. Q. Would it be OK to have a vendor on-call to do data collection? We will develop the methodology and facilitate the process – but our vendors typically offer extensive field experience and tools to execute the collections.

A. Yes.

39. Q. For the 3 references required, is it OK to include a personal reference of the Project Manager along with 2 two company references?

A. Yes.

40. Q. Is an office in Santa Clara County considered sufficient for a firm to be defined as a Local Business Enterprise?

A. Defined as local firm for having its main office or branch office within Santa Clara County

41. Q. Is the Authority looking for the development of a work plan to be curated?

A. VTA is not seeking a curated work plan. VTA and awardees will agree upon future scope.

42. Q. Can the Authority confirm that firms cannot submit with subconsultants? Is there opportunity to include vendors, rather than subconsultants?

A. Please refer to number 4 & 19 for answer.

43. Q. Are the Forms 1-8 included in the (5) two-sided page limitations requirement as outlined in the RFP?

A. No.

44. Q. As a nonprofit, I assume we are eligible to submit a response to these RFPs?

A. Yes.

45. Q. Also, since we are not a for-profit business, are we eligible to apply as a small business enterprise?

A. No, a non-profit business cannot obtain an SBE certification.

46. Q. Finally, our company provides community engagement services, which are mentioned in both of the RFPs. Category 5 of RFP S20141 states, "Ability to effectively conduct community workshops and charrettes" Category 1 of S20142 states similar

language, "Conduct of community workshops and charrettes expertise." And Category 4 of S20142 states, "Ability to effective conduct public engagement and coalition-building with stakeholders" These functions all relate to our work. So, I'd like to ask you if our company should apply for both RFPs?

A. Please refer to RFP S20141 specifically.