

November 19, 2020

To: Prospective Proposers

From: Gina Cole, Contracts Administrator

Subject: Question and Answer for RFP S20142 Transit Oriented Development Consulting Services (A&E)

<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>

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 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.

2. Q. Will this RFP include stations areas included within the BART to San Jose Phase II (Alum Rock, Downtown, Diridon and Santa Clara stations), if so will this contract be a conflict of interest for the future pursuit of those design build RFQ/RFPs? Will a conflict of interest only apply to those station sites that the team provides services for? **Yes.**

A. This will incorporate BART phase II.

3. Q. Limit to 5 double sided pages. Please confirm if this is 10 pages total.

A. Preferably yes, per category. Please see instructions on page 6 Submission of Proposals.

4. Q. Is there a page size?

A. Please specify no greater than 11x17.

5. Q. Page 3, About the RFP, last sentence states that VTA essentially is seeking proposals from a single prime consultant.

A. Yes. Please also see number 25 and 34.

Q. On page 11 paragraph III.B.2 Qualifications of the Firm and elsewhere, there is a reference to "Proposer's and subconsultants qualifications". Please confirm VTA would like to limit the qualifications information to the Prime Consultant/ Single Proposing Firm.

A. Please see page 27 "Assignment and Subcontracts" in the RFP for further info as it relates to the Prime. Qualifications of the firm on page 11 are for "Proposers and subconsultants" qualifications and previous experience on similar or related projects and description of pertinent project experience includes a summary of work performed.

6. Q. Page 11, paragraph III.A Format notes a page limitation. What documents, if any, would be excluded from the page limitation?

A. Cover, cover sheet, dividers and forms/submittals.

7. Q. Would the cover, cover letter, forms 3 through 7, and/or key personnel resumes be excluded from the page limitation?

A. Key personnel/resumes preferably in page limit see 7 above.

8. Q. Page 11, paragraph III.B.2 Qualifications of the Firm, last sentence, please clarify what is meant by: "Proposer must provide the name, title, and phone number of three (3) Proposers"? Is the intent of that sentence simply to require three client references?

A. Yes.

Q. Can you also clarify who else you request information for besides (3) clients?

A. Please see page 11 B. Content: Qualifications of the firm, (3) clients only.

9. Q. Page 12, paragraph IV.A. Minority and Women-Owned Business Enterprise Policy and Requirements: If VTA desires qualifications of just the Prime Consultant/Single Proposing Firm, and Prime Consultant is not a M/WBE, will non M/WBE Prime Consultant be automatically disqualified from consideration?

A. No.

10. Q. Form 6: Should the line items for Dollar Value of Contract, Total Contract Amount, SBE Contract Amount, and SBE goal percentages be left blank, since this is an on-call solicitation and a contract amount can not be calculated at this time

A. Yes, write n/a and then sign the form.

11. Q. Form 7 Designation of Subcontractors: If VTA desires qualifications of just the Prime Consultant/Single Proposing Firm, should Form 7 be left blank since there are no subcontractor/ subconsultants and the contract amounts are to be determined? Or should Prime Consultant fill out form for itself?

A. Fill out all forms, if its N/A put N/A and sign all forms. Please refer to number 6. Prime to fill out forms.

12. Q. The five-page limit: What does the five-page limit include. Is it safe to assume that all forms that need to be submitted are outside the five-page limit

A. Please see number 7 and 8.

Q. But the 5-page limit includes Items 1,2,3,4 as listed under **B. Content** on Page 11 of the RFP.

A. Yes.

13.Q. Since the exact scope and budget is not determined how is the MWBE % to be calculated. Since the contract is going to be for multiple years with a potential for multiple work orders within that time frame, is the expectation that there will be a MWBE for each work order

A. Yes, an SBE/MWBE for each Task order/Work Directive.

14. Q. Are you able to expand on what you're looking for in section 3, "Understanding of the Industry"?

A. Understanding of the industry would be demonstratable knowledge and expertise in the individual category. Examples would include number of years in the industry, types of related projects, any required licenses if applicable, etc.

15. Q. Basis for award (Page 10) refers to a cost proposal, but the submission requirements (Form 4) are for labor rates only. Please clarify

A. Yes, a labor rate sheet is all required under cost proposal.

16. Q. About RFP S20142 (page 3) requests that applicants do not build a team. Therefore, the portions of Forms 5, 6 and 7 which refer to subcontractors do not apply and the aspirational goals for MWBE and SBE subcontractors in sections IV.A and IV.B (Page 12) do not apply. Please confirm.

A. If you have subs please indicate them on the appropriate forms, if it is N/A, put N/A but sign all forms. Please submit (1) one Proposal. See number 34 below.

17. Q. Are we limited to the page size? Is that 10 letter-size (8.5x11) or 10 tabloid-size (11x17) pages?

A. Either size on flash drive or email as PDF to gina.cole@vta.org, see "submission of proposals". No greater than 11x17.

18. Q. Proposal Format (Page 11) Do the administrative submittal forms count as part of (5) 2-sided pages, include Form 1 and Form 2?

A. See number 32 and 33 below.

19. Q. Can proposers submit for multiple categories?

A. Yes.

20. Q. May we use the VTA's logo and select images from VTA's website and RFP documents in our proposal and tentative interview materials?

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

21. Q. Can one set of resumes be submitted for staff across multiple categories, provided the proposal makes it clear as to how each category will be staffed?

A. Yes.

22. Q. When does VTA anticipate contract award? How soon will task orders be released after contract award?

A. We anticipate March timeframe for both.

23.Q. Page 11 of 49, Item IIIA requests that we limit our response to 5, two-sided pages. As this is an electronic submission, do we format the document to print on double side pages if VTA opts to print the proposal document?

A. Yes preferably.

Q. Also, does the 10-page limit apply to each of the 4 categories or the entire proposal response? Lastly, is inclusion of an 11x17 page acceptable?

A. See number 32 and 33. Yes 11x17 is ok.

24. Q. For proposers submitting for more than one category, will each category be evaluated separately?

A. Yes.

25. Q. Page 11, Item IIIB2 and Forms 1, 2 and 7 reference Proposer's subconsultant team members. Do we include subconsultants as part of our proposal response?

A. Yes, if you have subs, indicate on appropriate forms and sign all forms. If it is N/A put N/A.

Q. Do we have the ability to add a subconsultant for task orders as they are released?

Yes, approved by the Project manager and consultant.

26. Q. Does VTA expect public outreach services will be part of this contract?

A. We anticipate supplemental outreach services will come in under the Project Management Services in RFP S20142 Transit Oriented Development.

27.Q. Under current COVID-19 conditions, is it acceptable to submit an electronic proposal via email in lieu of a flash drive?

A. Yes. See page 6 "submission of proposals" for specific instructions. You can also email to me @ gina.cole@vta.org with a separate electronic file for forms 3-7.

28. Q. Can Forms 1 & 2 be cover of the RFP and (5) 2-sided pages are used to describe the contents 1-4 (1. Profile of the firm, 2. Qualifications of the firm, 3. Understanding of the industry, and 4. project staffing)?

A. See number 32 and 33.

29. Q. Do administrative submittal forms 1 and 2 need to be included in the main proposal? **A. See number 32 and 33. Forms are not part of count, 3-7 forms are to be in a separate file per "submission of proposals".**

Q. Will they count towards the pages that are limited to (5) 2-sided pages as indicated below?

A. See number 32 and 33.

30. Q. Or can Forms 1 & 2 be cover of the RFP and (5)2-sided pages are used to describe the contents 1-4 (1. Profile of the firm, 2. Qualifications of the firm, 3. Understanding of the industry, and 4 project staffing)?

A. See number 32 and 33.

31. Q. When submitting a proposal that covers several categories, is the understanding of industry preferred to be separated for each category for evaluation, or could the "understanding of the industry" speak to multiple categories?

A. 10 pages per category is fine.

32. Q. Please confirm the 10-page limit applies to:

* Firm profile, Firm qualifications, Understanding of industry, Project staffing, resumes, client references, lawsuits.

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

Q. 10-page is per Category?

A. Yes.

33. Q. Please confirm following will be accepted but not part of 10-page limit.

Cover letter, forms/submittals, dividers, anything else?

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

34. 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.

35. Q. We are a small company that has several of the skills requested in the RFP. Given that the RFP states that teams shall not be formed as part of the submittal, will VTA accept a proposal from a small firm that can only respond to some of the skill requested?

A. No. Please see number 34 above.

36. Q. Entitlement Support and Processing:

We see that "experience working with the jurisdictions, including in Santa Clara County, and the respective land use regulations knowledge of planning and land use practices" is listed as a qualification under Category 1 but is not included for Category 2, Civil Engineering Firms. Does this mean that Civil Engineering firms will not be considered to provide these services? This seems to be an oversight since many, if not most, Civil Engineering firms also provide that service. Therefore, we might suggest that this qualification also be included in the Civil Engineering category.

We appreciate your consideration of this addition to Category 2.

A. Submit for any categories you are interested in however, VTA reserves the right to deem the proposal un-responsive upon full review.

37. Q. Previous RFP for Development Consulting Services

We believe RFP 10-16, Real Estate Development Services, is the last time the VTA issued a request for proposal similar to this RFP S20142. Is that correct?

A. No, RFP S16106 in 2016.

Q. Can you provide a list of the firms that received contracts under RFP 10-16's Category #3, Civil Engineering, and Category #5, General Plan Amendment and Permit Processing?

A. See attached 2016 list to this Q&A.

38. Q. Local Firm Preference

The scoring values in the RFP lists local preference as being worth 10 points. Is local preference assigned based solely on the prime consultant's office location or the entire team?

A. See form 8. A local firm that has its main office or branch with meaningful production capability located within Santa Clara County or a firm upon award will establish such a local office. Local Firm Certification may also include Local Subs as explained in number 2 of the Local Firm Certification Form.

Q. For example, if the office of one or more of the subconsultants on a team are located outside of Santa Clara County, how will that affect the scoring for Local Firm Preference?

A. See page 10 “Local firm preference” definition and scoring.

39. **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 see RFP S20141 specifically.

40. **Q. I understand the RFP now reads that you don't want a team, just a firm for a specific category. Does the firm need to be able to provide all services under the “minimum qualifications” (page 9 of 49) or just what the firm is capable of? For example, for the Civil Engineering category, the water quality plans would typically be subbed out to a specialist consulting firm.**

A. See number 16 & 34.

41. **Q. Page 11, Item IIIB2 and Forms 1, 2 and 7 reference Proposer's subconsultant team members. Do we include subconsultants as part of our proposal response?**

A. Yes. If have subs list them on the appropriate forms. Please see number 16 & 34.

42. **Q. Do we have the ability to add a subconsultant for task orders as they are released?**

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

43. **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.

Firm	Cat 1 Architecture	Cat 2 Civil Engineering	Cat 3 Economic Analysis	Cat 4 Construction
APSI				X
BAE			X	
BFK		X		
Cornerstone				X
Dahlin	X			
Economic Planning Systems			X	
IBI Group	X			
Kimley Horn		X		
Perkins + Will	X			
Placeworks	X			
Steinberg	X			
Strategic Economics			X	
Turner + Townsend Trestle				X

List of Firms receiving contracts under RFP 16106 Joint Development