



Finance Department
Purchasing Division

**REQUEST FOR QUALIFICATIONS (RFQ)
Specification No. 22-11508-C
FOR
ON-CALL TRANSPORTATION PLANNING SERVICES
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY**

**ADDENDUM “A”
August 22, 2022**

Dear Proposer:

Please note that the submittal due date has been extended from Tuesday, August 30, 2022 to Tuesday, September 13, 2022.

Questions received from proposers along with answers are attached.

Statements of Qualification must be received no later than 2:00 pm, on Tuesday, September 13, 2022. All responses are to be sent via email with the “ON-CALL TRANSPORTATION PLANNING SERVICES” and Specification No. 22-11508-C clearly indicated in the subject line of the email. Please submit one (1) PDF of the technical proposal. Corresponding pricing proposal shall be submitted as a separate document.

Email Proposals to:
City of Berkeley
Finance Department/General Services Division
purchasing@cityofberkeley.info

Responses will not be accepted after the date and time stated above. Incomplete responses that do not conform to the requirements specified herein will not be considered.

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your response.

Sincerely,

Darryl Sweet
General Services Manager

Addendum "A"

Questions and Answers for Specification No. 22-11508-C ON-CALL TRANSPORTATION PLANNING SERVICES

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 22-11508-C, ON-CALL TRANSPORTATION PLANNING SERVICES**. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

1. Q. If a subconsultant on our team is based in the City of Berkeley, will that qualify our team for the Local Vendor Preference points?
1. A. Local preference is related to just to the responding firm, not subconsultants, for awarding any extra points in evaluation.
2. Q. What is the difference between projects listed in B and projects listed in D?
2. A. Projects listed in B. Firm Experience can include projects completed by the overall consulting firm responding to the RFQ, whereas projects included in D. Consultant Team are the projects that the members of the team listed in the RFQ response have completed.
3. Q. Should all members of the proposed team (including subconsultants) complete the required forms listed in Attachment A?
3. A. No, just the responding firm should complete the required forms listed in Attachment A. However, the intent is that those requirements are to be met through the entire project.
4. Q. Is it the City's preference to receive proposals from teams that cover all the services listed on page 2 of the RFQ or individual firms that specialize in some of the services?
4. A. Teams that cover multiple areas listed in the Scope of Services in the RFQ will generally be more competitive.
5. Q. Do we need to identify subconsultants at this RFQ stage, or (if we are awarded a contract) can we add subconsultants later, as needed for specific task orders?
5. A. Subconsultants can be negotiated later, as needed.
6. Q. If we include subconsultants at this RFQ stage, would they qualify our team for the additional Local Vendor Preference points, or are these points awarded only for a prime Local Vendor?
6. A. See 1.A above.
7. Q. Although the RFQ does not ask for staff resumes, may we provide resumes, and can we include them in an appendix?
7. A. Yes.
8. Q. The RFQ states "H. Project Organization: Provide a chart showing the names and assignments of all key personnel including an estimate of each individual's time commitment to the project. The chart should include proposed lines of communication with City staff. Any proposed sub-consultants should be clearly identified on the chart. *Since this is an On-Call and not project specific it will be difficult to include an estimate*

of each individual's time commitment. Can we put their percent available instead of time committed?

8. A. The RFQ is primarily to allow the City to evaluate qualifications. Specific time commitment(s) would be negotiated and detailed later.
9. Q. The RFQ states I. "Project Understanding and Approach: This section of the SOQ should include a clear description of the Consultant's understanding of the project and state the approaches and methodologies which the consultant proposes to undertake in order to meet the stated objectives of the City. Provide a work plan with as much detail as needed to describe how the required services and scope of work will be performed." *Since this is an On-Call and not project specific it will be difficult to include a detailed work plan. Can we provide a description for how we approach the services required instead of a work plan?*
9. A. Yes.
10. Q. The RFQ states in ATTACHMENT A "The following forms, completed and signed in blue ink (attached)". *Due to COVID with offices closed and staff working remote will it be allowed to have the forms signed electronically?*
10. A. Yes.
11. Q. Can you be more specific in what you're looking for in G. Budget? How would you like us to demonstrate our track record in meeting budgetary requirements?
11. A. You would provide a description and examples of your past performance in completing projects within budget.
12. Q. Section I. Project Understanding and Approach asks us to "provide a work plan with as much detail as needed to describe how the required services and scope of work will be performed." How can we offer a detailed workplan when there is no specific project? If we provided a work plan we previously used on a project, there might be confidentiality issues.
12. A. You can provide a description of how you would approach the services required.
13. Q. Section C. Individual Staff refers to both "experience in the firm" and "years of experience with the team." In this section, do you want resumes for all team members (including subconsultants) or just the prime? Especially when "specific experience of assigned staff" is also asked for in Section D.
13. A. Resumes from the prime consultant team are desired. You may also submit resumes from subconsultants.
14. Q. Please expand what is to be included in Section G. Budget; description is "demonstrate track record in meeting budgetary requirements".
14. A. See 11.A above.
15. Q. Cover letter states to submit one (1) PDF of the technical proposal. Corresponding pricing proposal shall be submitted as a separate document – is section G. Budget the price proposal and should be separated out and submitted separately from the

Submission Requirements items A-J?

15. A. Yes. Evaluation does not consider pricing factors. Evaluation committee will not see budget/pricing submittal until a firm is chosen. Pricing will be negotiated with the chosen firm during the contracting process.
16. Q. IV. Consultant Selection Process states “The City will then rank the proposal and utilize the fee schedule from separate PDFs...” is a fee schedule the only item requested in the Price Proposal?
16. A. Yes.
17. Q. In Item D. Consultant Team, RFQ is requesting “...a listing of similar project of similar scope, which have been completed by member of the consulting team within the past five (5) years.” Can current/ongoing projects be listed or only fully completed projects can be listed?
17. A. Yes, but current/ongoing projects should be indicated as current/ongoing.