



Finance Department
Purchasing Division

**REQUEST FOR PROPOSALS (RFP)
Specification No. 22-11526-C
FOR
PRELIMINARY ENGINEERING FOR ADELINE STREET TRANSPORTATION
IMPROVEMENTS**

PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

ADDENDUM "B"
August 5, 2022

Dear Proposer:

Questions received from proposers along with answers are attached.

Proposals must be received no later than 2:00 pm, on Thursday, August 25, 2022. All responses should be sent via email to purchasing@cityofberkeley.info and have **"PRELIMINARY ENGINEERING FOR ADELINE STREET TRANSPORTATION IMPROVEMENTS PROJECT"** and **Specification No. 22-11526-C** clearly indicated in the subject line of the email. Please submit one (1) PDF of the technical proposal. Corresponding cost proposal shall be submitted as a separate PDF document. Electronic signatures are permitted. Email attachments are limited to a maximum of 10 MB in total. Larger attachments can be provided via links within the Technical Proposal PDF.

Proposals will not be accepted after the date and time stated above.

We look forward to receiving and reviewing your proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Sweet".

Darryl Sweet
General Services Manager

Addendum “B”

Questions and Answers for Specification No. 22-11526-C **PRELIMINARY ENGINEERING FOR ADELINE STREET TRANSPORTATION IMPROVEMENTS PROJECT**

The City of Berkeley has received questions from some potential respondents regarding Specification No. 22-11526-C, **PRELIMINARY ENGINEERING FOR ADELINE STREET TRANSPORTATION IMPROVEMENTS PROJECT**. 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. There is no standard contract and terms included in the RFP. Can the City provide a standard contract for consultants to review, and if so, are exceptions to the contract allowed to be submitted with the proposal?

1. A. The City’s website was recently redesigned, and this document was not re-posted as part of the redesign on the bids page. The City will post the sample contract on the bid page: <https://berkeleyca.gov/doing-business/working-city/bid-proposal-opportunities/preliminary-engineering-adeline-street>. As indicated in the RFP, “Respondents shall indicate the specific concerns and desired edits to City and Alameda CTC contract language in writing as part of the proposal.”

2. Q. I’m looking for the actual sample City PSA, or Contract Agreement that would be used for this work. The RFP had many of the attachments to the agreement, but not the actual Professional Services Agreement that would be used. I further looked to the City Council’s Agenda for samples of current contracts and found none. The website you provided does the same, providing the attachments and requirements.

2. A. See response to Question 1 above.

3. Q. It is not clear if the Alameda County Transportation Commission standard escalation of 3% will be utilized or if there is a city standard escalation. Can the City clarify this?

3. A. Alameda County Transportation Commission standard escalation of 3% will not be used. The City does not have a standard escalation rate or schedule, but will generally accept year to year escalation based on Consumer Price Index (CPI), if necessary.

4. Q. Will a link/copy of your PowerPoint presentation and listing of the attendees from the pre-proposal meeting be provided? It would be helpful to re-review some of these elements prior to the Q&A responses pending.

4. A. Yes, they have been posted as an additional file - Addendum A:

<https://berkeleyca.gov/doing-business/working-city/bid-proposal-opportunities/preliminary-engineering-adeline-street>

5. Q. Can the SLBE requirement of 30% be a subset of LBE requirement of 70%, thereby leaving 30% of budget unencumbered?

5. A. Under Alameda CTC’s Local Business Contract Equity (LBCE) Program, the 70.0% Local Business Enterprise (LBE) goal can be achieved by the participation of LBE, Small LBE (SLBE), and/or Very Small LBE (VSLBE) firms. The 30.0% SLBE goal can be achieved by

the participation of SLBE and/or VSLBE firms. It is feasible that a contract that meets the 70.0% LBE and 30.0% SLBE goals would have 30.0% of the total contract amount which doesn't include any LBE, SLBE, and/or VSLBE participation. For more information, please see LBCE Program Section II.A (LBE, SLBE and VSLBE Goals and Participation):

www.alamedactc.org/contract-equity and https://www.alamedactc.org/wp-content/uploads/2021/04/LBCE_Program_Policy_20171207_v2.pdf

6. Q. Does the cost proposal form need to have names, or are job classifications sufficient for non-key staff? There are contradictory directions on the B0_Instructions tab of the required Alameda CTC Cost Proposal Form B cost proposal template.

6. A. The City requires all proposers to include individuals' names on the Alameda CTC cost proposal form, for all Job Classifications proposed for this project. Per the requirements of the RFP, Key Staff must also be identified and described in the proposal staffing plan and in organizational charts and resumes. The City understands that different non-key staff within a particular job classification may be assigned to this project than listed in the cost proposal. Changes to key staff identified in the cost proposal and staffing plan must be proposed for consideration by the City during scope, schedule, and budget negotiations with the selected consultant.