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**REQUEST FOR QUALIFICATIONS FOR  
ON CALL CIVIL ENGINEERING, ENVIRONMENTAL, AND RIGHT OF WAY  
PROFESSIONAL SERVICES FOR FEDERALLY FUNDED PROJECTS**

Issued by the County of Alameda, Public Works Agency, Department of Transportation, 399 Elmhurst Street, Hayward, CA 94544.

TO ALL PROSPECTIVE PROPOSERS, notice is hereby given that the following changes, modifications, corrections, clarifications, and additions to the above Request for Qualifications (RFQ) are hereby incorporated into the request. These updates shall be considered an integral part of the RFQ and are subject to all requirements as if originally specified.

Receipt of this Addendum No. 01 must be acknowledged on the RFQ Attachment A form in the proposal in writing.

**1) Replace RFQ Page 13**

The replacement page is included here as Addendum 01 – Page 13. Changes are highlighted in yellow.

**2) Replace RFQ Page 17**

The replacement page is included here as Addendum 01 – Page 17. Changes are highlighted in yellow.

**3) Replace RFQ Page 18**

The replacement page is included here as Addendum 01 – Page 18. Changes are highlighted in yellow.

**4) Replace RFQ Page 22**

The replacement page is included here as Addendum 01 – Page 22. Changes are highlighted in yellow. There are no Local or SLEB preferences for the RFQ.

**5) Remove Appendix F from Attachment D**

Appendix F under Attachment D has been removed from the RFQ, which is not applicable to federally funded projects.

**6) Attachment E Update**

DBE goal has been updated in the “DBE Good Faith Efforts” form of the RFQ. Changes are highlighted in yellow in Addendum 01 – Page E-10.

END OF ADDENDUM NO. 01

network and potentially develop subcontracting relationships. The sign-up sheet and presentation will be posted following the meeting.

### **C. Submittal Requirements**

Interested parties responding to this RFQ are expected to submit one SOQ. The SOQ should be straightforward, clear, concise, and directly address the information requested.

In order for responses to be considered complete, the proposer must provide responses to all information requested.

#### **1. Format**

The submitted SOQ must be no smaller than 12-point font in an 8½ x11 format (a reasonable number of 11x17 sheets may be included for presenting large tables, charts, and schedule diagrams). SOQ should be limited to 20 pages, **excluding title page, table of contents, staff resumes, list of client references, and attachments** (all page sizes greater than 8½ x11 **11x17** will be counted as two pages).

Statements of Qualifications, in whole or in part, are not to be marked confidential or proprietary. The Agency may refuse to consider any SOQ or part thereof so marked. SOQs submitted in response to this RFQ may be subject to public disclosure. The Agency will not be liable in any way for disclosure of any such records. Please refer to the County's website for more information regarding Proprietary and Confidential Information policies.

The website may be viewed at:

<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/proprietary-confidential-information/>

#### **2. Content**

To achieve the maximum degree of comparability, the proposal should be organized and divided into the following sections:

- a) Transmittal Letter
- b) Title Page
- c) Table of Contents
- d) Narrative
- e) Understanding of the Work to Be Done
- f) Relevant Work Experience
- g) Staffing Quality
- h) Innovative Capability
- i) Procedural Familiarity
- j) Financial Responsibility
- k) Technical Skills
- l) Contract Negotiation Authorization
- m) Attachments

- m. Attachments:** Attachments at the end of the Proposal must include a completed 'RFQ and Addendum Acknowledgement' form (Attachment A), as well as a completed 'Iran Contracting Act Compliance Certification' form (Attachment B), and Debarment and Suspension Certification (Attachment D, Appendix D). If the Proposer requests any exceptions or amendments to the RFQ or any associated documents, an 'Exceptions and Amendments' form (Attachment C) must also be completed and attached at the end of the SOQ. Please note that the Agency is under no obligation to accept any exceptions and such exceptions may be a basis for disqualifying a proposal.

Attention is directed to Attachment E, which includes::

1. Notice to Proposers DBE Information (Caltrans Local Assistance Procedures Manual (LAPM) Exhibit 10-I)
2. Consultant Proposal DBE Commitment (Caltrans LAPM Exhibit 10-O1)
3. Consultant Contract DBE Commitment (Caltrans LAPM Exhibit 10-O2) (to be submitted as part of the CONTRACT)
4. DBE Good Faith Efforts (Caltrans LAPM Exhibit 15-H) (To be submitted with supporting documentation)

SOQs that do not include the required completed forms will be disqualified from further consideration.

Please ensure the following are submitted by the SOQ deadline:

- **SOQ without cost proposal:** One (1) electronic copy in PDF format, containing all requested information. Ensure the email subject line reads: "Response to RFQ No. ROA202408100 for On Call CE, Env, and ROW".
- **Cost Proposal:** Submit one (1) electronic copy in XLS/XLSX format, separate from the SOQ, including all requested details. Name the file: "Cost Proposal for RFQ No. ROA202408100" and submit it along with the SOQ.

The SOQ must be transmitted electronically to the ACPWA at the following email address:

[RoadDesign@acpwa.org](mailto:RoadDesign@acpwa.org), with a copy to [anita@acpwa.org](mailto:anita@acpwa.org).

All responses must be submitted in writing, clearly identified by content, and received by the ACPWA by the specified due date. SOQs received after the stated deadline will not be considered.

Only one SOQ will be accepted from any one person, corporation, or partnership. For purposes of this requirement, "partnership" shall mean, and is limited to, a legal partnership formed under one or more of the provisions of the California or other state's Corporations Code or an equivalent statute.

The County reserves the right to reject any SOQ, but all qualifying SOQs shall remain open to acceptance and are irrevocable for a period of one hundred eighty (180) days.

All costs associated with the preparation and submission of the written SOQ shall be fully borne by the proposer. All submitted materials become the property of the County and will not be returned.

Every SOQ received will become part of public record and will not be treated as proprietary. Each SOQ will be open to public inspection following the award of the contract.

#### **D. Oral Presentation/Interview**

Following an evaluation of the written SOQs, at least three of the highest scoring proposers will be invited to participate in an oral presentation/interview process. ~~Participants must submit at the time of the interview, a sealed cost proposal containing the fee rate schedule for all staff/team members. Participants must submit a sealed cost proposal containing the fee rate schedule for all staff/team members.~~ The cost proposal shall include Certification of Indirect Cost and Financial Management System (formerly Caltrans LAPM Exhibit 10-K, see Attachment F) completed by Prime Proposer and all sub-consultants. Additional details will be provided to those who are invited to participate. Generally, the oral presentation/interviews can be expected to occur approximately 4-5 weeks after the deadline to submit a written proposal, as reflected in the *Schedule of Events* (Section III-G). At the interview, the selection team will expect the Consultant team to present its team members and their qualifications. The project manager and key staff persons who will be working on the project on a daily basis must be present for the interview/presentation. The presentation will be followed by a question and answer period by the selection team.

All costs associated with the preparation for, the travel to, and attendance of an oral presentation/interview shall be fully borne by the proposers.

The sealed cost proposal must be received by the Alameda County Public Works Agency (ACPWA) no later than the business day prior to the participant's scheduled interview date. Proposals must be delivered to the following address:

Attn: Anita Franklin  
Alameda County Public Works Agency  
399 Elmhurst St, Room 113  
Hayward, CA 94544

For hand deliveries, proposals must be submitted during ACPWA's business hours (Monday through Friday, 8:30 AM to 5:00 P.M.) and will be received and time-stamped at the receptionist's desk.

The Agency's reception desk timestamp will be the official record of receipt. In person deliveries should plan extra time for searching and/or paying for limited available parking.

Written Evaluation Criteria	Weight
clients will be asked about your role in the project, the methods, techniques or solutions the Consultant offered, and if the project was completed on time and within budget.	
<b>Subtotal:</b>	<b>100</b>

Oral Evaluation Criteria	Weight
K. Presentation by Team	25
L. Q&A Response to Panel Questions	25
<b>Subtotal:</b>	<b>50</b>
<b>TOTAL:</b>	<b>150</b>

	<b>LOCAL OR SLEB PREFERENCES</b>	
<del>1.</del>	<del>Local Preference Points: Equaling five percent (5%) of your total score will be added. This will be your final score for purposes of evaluation; <u>OR</u></del>	<del>5% added to Total</del>
<del>2.</del>	<del>County Certified Small and Local, or Emerging and Local Preference Points: Equaling ten percent (10%) of your total score will be added. This will be your final score for purposes of evaluation.</del>	<del>10% added to Total</del>

**C. Contract Evaluation and Assessment**

During the initial sixty (60) day period of any contract, which may be awarded to Consultant, the ASC and/or other persons designated by the ACPWA will meet with the Consultant to evaluate service performance and to identify any issues or potential problems.

The ACPWA reserves the right to determine, at its sole discretion, whether:

1. Consultant has complied with all terms of this RFQ; and
2. Any problems or potential problems with the proposed services were evidenced which make it unlikely (even with possible modifications) that such services have met the ACPWA requirements.

If, as a result of such determination, the ACPWA concludes that it is not satisfied with Consultant, Consultant’s performance under any awarded contract and/or Consultant’s services as contracted for therein, the Consultant will be notified of contract termination effective forty-five (45) days following notice. The ACPWA will have the right to invite the next highest ranked bidder to enter into a contract. The ACPWA also reserves the right to re-bid this project if it is determined to be in its best interest to do so.

**DBE GOOD FAITH EFFORTS**

Caltrans LAPM Exhibit [15-H](#)

Cost Proposal Due Date \_\_\_\_\_ PE/CE

Federal-aid Project No(s). \_\_\_\_\_ Bid Opening Date \_\_\_\_\_ CON

The County of Alameda established a Disadvantaged Business Enterprise (DBE) goal of ~~20%~~ **22%** for this contract. The information provided herein shows the required good faith efforts to meet or exceed the DBE contract goal.

Proposers or bidders submit the following information to document their good faith efforts within five (5) **calendar** days from cost proposal due date or bid opening. Proposers and bidders are recommended to submit the following information even if the Exhibit 10-O1: Consultant Proposal DBE Commitments or Exhibit 15-G: Construction Contract DBE Commitment indicate that the proposer or bidder has met the DBE goal. This form protects the proposer’s or bidder’s eligibility for award of the contract if the administering agency determines that the bidder failed to meet the goal for various reasons, e.g., a DBE firm was not certified at bid opening, or the bidder made a mathematical error.

The following items are listed in the Section entitled “Submission of DBE Commitment” of the Special Provisions, **please attach additional sheets as needed**:

- A. The names and dates of each publication in which a request for DBE participation for this project was placed by the bidder (please attach copies of advertisements or proofs of publication):

Publications	Dates of Advertisement
_____	_____
_____	_____
_____	_____
_____	_____

- B. The names and dates of written notices sent to certified DBEs soliciting bids for this project and the dates and methods used for following up initial solicitations to determine with certainty whether the DBEs were interested (please attach copies of solicitations, telephone records, fax confirmations, etc.):

Names of DBEs Solicited	Date of Initial Solicitation	Follow Up Methods and Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____