

PROPOSER’S INQUIRY RESPONSES

REQUEST FOR QUALIFICATIONS

**On Call Civil Engineering, Environmental, and Right of Way
Professional Services for Federally Funded Projects**

The responses to proposers' inquiries, unless formally incorporated into an addendum to the Request for Qualifications (RFQ), are provided for informational purposes only and are not considered part of the RFQ. In some cases, the questions and answers may summarize the matters discussed rather than provide a verbatim account. These responses should be reviewed alongside all other information made available to prospective proposers when preparing their Statement of Qualifications (SOQ).

Proposers are advised that subsequent responses or addenda may modify or supersede previous responses, and such updates must be considered when submitting their SOQ. All inquiries must be submitted by the deadline specified in the RFQ.

This document will be updated continuously, and it is the proposer's responsibility to monitor for updates.

Inquiry No.	Inquiry	Response
1	Page 17 of the RFQ states that the cost proposal should be submitted with the SOQ, however, Page 18 under Oral Interview states costs are to be submitted during the interview. Can you confirm which is correct?	<p>Page 17 and Page 18 have been revised. Participants must submit a sealed cost proposal containing the fee rate schedule for all staff/team members. Please refer to Addendum 01 for further details.</p> <p>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:</p> <p>Attn: Anita Franklin Alameda County Public Works Agency 399 Elmhurst St, Room 113 Hayward, CA 94544</p> <p>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.</p> <p>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.</p>

Inquiry No.	Inquiry	Response
2	Under Section C. Submittal Requirements ... "d. Narrative" The county has a note "IMPORTANT: The first page of each section should be a summary of the information contained on the pages that follow within that section. It should be a synopsis of the most important points that the Proposer wants an evaluator to consider when comparing the information of that section with similar information of competing SOQs." Can the County clarify if this applies to sections a - m?	The synopsis of the most important points applies to Section D – K and M.
3	Is there a file size limit on the email submittal?	ACPWA's email inboxes can accept file attachments up to 25MB. For files exceeding this size, please provide a download link and notify ACPWA at least two hours before the deadline. To ensure timely submission, we recommend sending your SOQ early and following up with a separate email to confirm receipt.
4	Would the County consider allowing section "m. Attachments" to be in the Appendix and not in the overall page count of 20 pages?	Section M will not count toward the 20-page limit.
5	Can you clarify the LBE and SLBE preference does that apply to Prime contractors, subcontractors, or both?	LBE and SLBE preferences do not apply to the RFQ. Please refer to Addendum 01 for further details of the revised evaluation criteria.
6	For the cost proposal, you are referring to staff rates, correct? Will the rates be FAR rate?	The cost proposal refers to the FAR rate and the rates shall be FAR compliant.
7	When will attendee list be posted?	The attendee list has been posted on the RFQ webpage: https://www.acpwa.org/business/rfq/RFQ_NoROA202408100-On_Call_Civil_Eng-Env-ROW.page
8	Would the County consider allowing individual staff resumes requested in section "g. Staffing Quality" to be in the Appendix and not in the overall page count of 20 pages.	Individual staff resumes will not count toward the 20-page limit if included in Section 'M: Attachments'.

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9	Are there any incumbents, IF so who are they	The ACPWA Department of Transportation currently does not have incumbents under an on call contract for federally funded projects.
10	Are 11x17 sheets allowed?	11 x 17 sheets are allowed and will be counted as one page.
11	Is the DBE 15-H Good Faith form required IF we meet or exceed the DBE goal? Ref: Section M, item #4. page 17.	The DBE 15-H Good Faith form is not required IF we meet or exceed the DBE goal. Proposers are recommended to submit the form even if the Caltrans Exhibit 10-O1 : Consultant Proposal DBE Commitments indicates that the proposer has met the DBE goal. This form protects the proposer'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.
12	Will an Org chart on 11x17 layout count as 2 pages?	No, an Org chart on an 11x17 layout counts as 1 page.
13	Does cover letter count in the 20 pages?	Yes, the cover letter/transmittal letter counts in 20 pages.
14	Is the 20-page limit meant to be 20 single-sided pages (total of 20) or 20 double-sided pages (total of 40)?	The 20-page limit means a total of 20 pages.
15	Page 14 of the RFQ states "Proposals in PDF form should have a bookmark link for the start of each section. Printed proposals must include physical dividers with labeled tabs between each section." and separately, "Table of Contents: An SOQ must include a table of contents listing the individual sections of the proposal and their corresponding page numbers. Tabs should separate each of the individual sections." Are labeled tabs between each section required for electronically submitted proposals? If so, are they counted against the 20-page limit?	Printed proposals are not required or evaluated. However, if a firm chooses to provide a printed copy for our reference, we request that it includes physical dividers with labeled tabs to easily identify each section. For electronically submitted proposals, labeled tabs between sections are not required. If included, they will not count towards the 20-page limit.

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16	Page 14 of the RFQ states "IMPORTANT: The first page of each section should be a summary of the information contained on the pages that follow within that section. It should be a synopsis of the most important points that the Proposer wants an evaluator to consider when comparing the information of that section with similar information of competing SOQs." Are the required summary pages counted against the 20-page limit? If so, will ACPWA allow additional proposal content to be included on the summary pages of each section?	See response to inquiry #2.
17	Are the following sections counted against the 20-page limit: title page, table of contents, resumes, and/or attachments?	No. The title page, table of contents, staff resumes, list of client references, and attachments do not count against the 20-page limit.
18	Is the Caltrans Sample Cost Proposal 2 (or Exhibit 10-H2) the preferred format for the cost proposal?	Yes, Caltrans Sample Cost Proposal 2 or Exhibit 10-H2 is the preferred format.
19	Is c) Table of Contents included in the 20 page limit?	See response to inquiry #2.
20	Are covers and page dividers included in the 20 page limit?	See response to inquiry #2. Blank pages do not count against the 20-page limit.
21	Are required forms included in the 20 page limit?	No, see response to inquiry #2.
22	Please confirm which forms are required to be submitted with the statement of qualifications.	The statement of qualifications must follow Item C Submittal Requirements on page 13, under Item 2 Content, under letter m on page 17 list all of the forms that are required to be submitted.
23	Are resumes included in the 20 page limit?	No, please include the resumes in an appendix.
24	Can resumes be included in an appendix?	Yes.
25	Is two pages acceptable for key staff resumes?	Yes, staff resumes do not count against the 20-page limit.
26	Due to the page limitations, can the bulk of item 2g. Staffing Quality numbers 1 through 5 on page 15 be included in the resumes instead of in a chart in the body of the proposal?	Yes. If resumes are included, please ensure that a synopsis highlighting the most important points is provided on the first page of Section G, with clear references to the resumes.

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27	In the pre-proposal meeting, it was mentioned that 11x17 sized pages used for graphics will count as one page. Please confirm.	An 11 x 17 sized page counts as one page. See response to inquiry # 10 & # 12.
28	What font size is acceptable to you for graphics, charts, and tables?	Please refer to RFQ Section II. C. 1 "Format": " <i>The submitted SOQ must be no smaller than 12-point font</i> ".
29	Please confirm when you would prefer the Cost Proposal to be submitted	See response to inquiry #1.
30	Please confirm which sections of the proposal the following instructions are relevant to: IMPORTANT: The first page of each section should be a summary of the information contained on the pages that follow within that section. It should be a synopsis of the most important points that the Proposer wants an evaluator to consider when comparing the information of that section with similar information of competing SOQs.	See response to inquiry # 2
31	RFQ pdf page 40 Attachment B - Iran Contracting Act Compliance Certificate Please confirm if Attachment B is required from only the Prime or if subs need to complete the form.	The subs are not required to complete the Iran Contracting Act Compliance Certificate.
32	RFQ pdf page 42 Attachment C - Exceptions and Amendments Is it possible to receive a copy of this form with the word 'Example' removed?	The form can be provided and will be attached in Addendum No. 2
33	RFQ pdf page 67 Attachment D - Appendix D - Debarment & Suspension Certificate Is it possible to receive a copy of this form with the words 'For Information Only' removed?	The form can be provided and will be attached in Addendum No. 2

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34	<p>RFQ pdf pages 102 and 107 If there is a DBE goal on the contract, Exhibit 10-O1 Consultant Proposal DBE Commitment must be included in the Request for Proposal.</p> <p>Exhibit 10-O2 Consultant Contract DBE Information must be included in best qualified Consultant's executed Consultant contract. Even if no DBE participation will be reported, the successful proposer must execute and return the form.</p> <p>Please confirm that only Exhibit 10-O1 is required at the time of RFQ submission, and that Exhibit 10-O2 is required during the executed contract.</p>	<p>Exhibit 10-O1 is to be submitted with the RFQ submission. Exhibit 10-O2 will be submitted before the awarding of an executed contract.</p>
35	<p>RFQ pdf page 104</p> <p>Please confirm that Caltrans LAPM Exhibit 10-I is a notice and does not need to be submitted.</p>	<p>Yes, Caltrans LAPM Exhibit 10-I is a notice and does not need to be submitted.</p>
36	<p>RFQ pdf page 111</p> <p>Does ACPWA prefer that we download the authentic forms from the Caltrans website? As they will not include the headers and footers from the RFQ. Please advise.</p>	<p>ACPWA prefers that the proposers download the authentic and latest forms from the Caltrans LAPM website. It is acceptable to not include the headers and footers from the RFQ.</p>
37	<p>Which of the attached forms need to be executed by our subconsultants?</p>	<p>There are currently no forms for the subconsultants to complete at this time.</p>