



Purchasing Department
530 Water Street
Oakland, CA 94607

Date: **March 22, 2013**

ADDENDUM No. 1

RFP 12-13/07, Ramp Control Services Operations and Management

This Addendum modifies the original RFP Documents for the above RFP. **Acknowledge receipt of this addendum in the space provided on the RFP Acknowledgement and Signature Form (Attachment 3). Failure to do so may disqualify your proposal.**

The following correction has been made to the above referenced RFP:

1. Under the Submittal Format section (page 5 of 11), the number of pages was increased from 20 pages to 26 pages. The new wording is as follows:

Submittal Format:

Responses may not be longer than **26** pages (one-sided or **13** pages double-sided), printed on 8 ½" x 11" paper and formatted in no smaller than 11 point font. Each section shall be labeled according to the sections below. Cover and section-divider tabs do not count toward the Proposer's page count. All submitted material must be bound with only **one staple or binder clip** in the upper left corner. Please no binders or any other type of binding. Submittals must be able to fit into a 9 x 11.5 inch folder.

2. Under Consultant Preference Points section (Attachment 4, page 1 of 2). There is no attachment 4-C. The new wording is as follows:

In summary, please submit the following attachments in each copy of your proposal:

1. Attachment 4-A, Chart for Submitting Data for Calculation of Preference Points. List the team members' (prime consultant and subconsultant(s)) names, roles, location and LIA/LBA/SBE/VSBE status in the format shown in Attachment 4-A. Be specific as to the nature and estimated percentage of the work to be performed by the prime, any joint venture partners and/or sub-consultants.

2. Attachment 4-B, Local Participation Questionnaire.
Complete for each sub-consulting firm or individual, as well as for the prime consultant.

There are no other changes to RFP No. 12-13/07.

The following questions were submitted by the deadline and are answered in this addendum.

1. Question: Please confirm that any future modification under Project Overview that states “The Port reserves the right to modify these hours (operational hours of the Ramp Control facility will be from 0530 until 2200 daily) for operational necessity” would be coordinated with the contractor and should it require for example an expansion of operating hours which could impact staffing and thereby cost, that negotiations will be conducted with the contractor prior to said modification of operating hours.

Answer: Yes, the Port will open negotiations with the successful proposer if the operating hours change.

2. Question: Is there a cost from the Port of Oakland or other agency associated with obtaining SIDA badges? What are those cost per employee and who is the fee paid to?

Answer: Yes, a contractor is required to pay an ID Badge fee of \$25.00 and \$50.00 for fingerprint application per person payable to the Port of Oakland.

3. Question: Please clarify the need/requirement to obtain airfield driving privileges training and testing. Is there a cost associated with this requirement?

Answer: The airfield driving privileges training will allow ramp control staff to understand the transition of vehicles in both the movement and the non-movement areas of the Airport. This training will also allow ramp control staff to become familiar with the Airport Rules and Regulations pertaining to the non-movement areas. No additional costs will be incurred for this training.

4. Question: The Port request that financial status and staffing costs be provided in monthly, quarterly and annual reports. Please confirm if this is a firm-fixed price contract. If not, please specify the contract type. Please clarify what is meant by financial cost? Please clarify what is required related to staffing cost?

Answer: The contract is a fixed price contract. Since this is a fixed price contract, staffing/financial costs do not need to be provided in the monthly, quarterly and annual reports.

5. Question: Please clarify what type of equipment will the Port provide under this contract (e.g. radios (transmitter/receivers), video cameras, telephones and or voice switching equipment)? Who will be responsible for the equipment installation and maintenance?

Answer: The Port will provide three (3) air to ground radios, a phone solution for crash phone/direct line to ATCT as well as any video solution needed. The equipment specification has not been determined at this time. Any equipment installed by the Port will be maintained by the Port. Any additional equipment provided by the contractor should be listed in the proposer’s proposal.

6. Question: What will be the solution for crash phones?

Answer: The Port will provide a VIOP phone that will be utilized as both a crash phone and direct line to ATCT.

7. Question: What will be the method of communication if the Ramp Control needs to contact the Tower, Airlines, and Port personnel? Will there be some type of switch box? Is the Port willing to provide headsets?

Answer: As mentioned earlier, the Ramp Control Tower will utilize the VIOP phone to contact the Tower and Operations, in addition a Port radio will be provided to allow direct contact with Operations and open communications to the airlines. A switchbox will not be provided at this time since the initial location will be temporary. The successful proposer shall provide their own headset if necessary.

8. Question: Will the Port provide phone line for employee use?

Answer: The successful proposer can contract directly with AT&T or the Port can provide a phone. If the Port provides a phone a flat fee (\$35 per phone) will be charged back and any long distance charges will be tracked and billed to the proposer on a monthly basis. CA Tolls calls will be billed at \$.04/min and Interstate Toll calls will be \$.09/min.

9. Question: Will the successful proposer have access to internet for administrative purposes?

Answer: Yes, a drop for internet access will be provided and charged back to the successful proposer.

10. Question: Please provide and clarify information available on OAK's SQL server and the access method.

Answer: OAK Gate Management and FIDS Systems reside on a SQL server. Access to these systems will be provided to the successful proposer through a Port installed computer.

11. Question: Will the successful proposer be responsible for providing necessary computers to interface with Gate Management Systems, SQL Server and Passur Portal? If so, what are the minimum systems requirements (hardware and operating system) for compatibility with systems mentioned?

Answer: No, the Port will provide a computer to access Gate Management or Flight Information Display System (FIDS) as well as access to OAK Passur Portal.

12. Question: Will the Port provide all costs associated with vendor training of the Ultra GMS, Passur Portal, Searidge Cameras, and all provided equipment including the required resources to be conducted within the 90 day start-up?

Answer: The Port will provide training on systems installed by the Port such as Ultra, Passur, Searidge, phone systems, and radios.

13. Question: Will the Port provide furniture in the form of desk, lockable file cabinets and chair(s), etc. during the period when operations are being conducted from the South Tower and once the move is made to a remote location without line of sight?

Answer: Yes, the Port will provide desk, chairs and cabinets at both locations.

14. Question: Will the Port provide janitorial and window cleaning services?

Answer: No, janitorial and window cleaning services will not be provided. It will be the responsibility of the contractor.

15. Question: Please clarify Section III Port Policy Requirements, Item 4 Security Sensitive Information (Page 5 of 11): Requirement states, “those firms which are included on the short list for final consideration...” Does the Port plan on down-selecting firms and requesting a Best and Final Offer (BAFO) from those firms on the “short-list”?

Answer: As part of the selection procedures, the evaluation committee will evaluate the proposals and score all submissions according to the evaluation criteria indicated in the RFP, and may include interviews for the top scoring submissions. Any offer received shall be considered an offer which may be accepted or rejected, in whole or in part, by the Port based on initial submission with or without discussions or negotiations. Those firms which are included on the short list for final consideration will be required to comply strictly with the Port of Oakland’s policies and practices for sensitive information. If interviews are to take place, the Port will notify the top scoring Respondents. Interview details and scoring requirements will be provided to the selected Respondents prior to the interviews.

16. Question: Please clarify Section IV Submission Requirements, Item 1 Company Information (Page 5 of 11): Absent of a contract award, contractors can only present potential candidates with a contingent job offer which may or may not be accepted at the time of contract start. We understand the significance of identifying the potential Site Manager. Will the Port change the requirement to provide the names of proposed controllers as part of the proposal? If not, does the Port accept that the identified individuals may or may not be the employees at the start of the contract?

Answer: The Port accepts and understands the identified individual may not be employed at the start of the contract, However, the Port does expect updated information to be available prior to the individual starting in an active role.

17. Question: Please clarify Section IV Submission Requirements, Item 2 Knowledge and Experience (Page 5 and 6 of 11): A bullet point states that the Offeror provide a sample of their monthly, quarterly and annual reports. Will these reports be counted as part of the 26 pages or can they be included as attachments and not part of the 26 page limit?

Answer: No, the sample report will not be counted as part of the 26 page limit.

18. Question: Please clarify the following questions regarding Section IV Submission Requirements, Item 5 Proposed Costs (Page 6 of 11):

- A. Cost is requested by position; Manager, Supervisor, Controller. Please clarify what level of cost the Port seeks in the proposal? Should the annual cost be broken out by position?

Answer: Yes, the cost should be broken out by position and number of positions.

- B. Will the Port provide free parking for staff? If not, what is the expected cost for employee parking?

Answer: No, Parking will be available near the tower at a cost of \$32.00 per permit per month.

- C. Should the contractor provide cost for the base year and the (4) option years?

Answer: Yes, the proposal should indicate the "annual cost" for each year, operating on duty seven (7) days per week.

- D. Please verify the agreement is a firm-fixed price type of contract versus a cost reimbursable contract?

Answer: This contract is a firm fixed price contract.

19. The Payment Schedule appears to be left open for completion by the Port at a later date in the Sample Professional Agreement. Since this agreement is for 1-year will the progress payment schedule be monthly?

Answer: Yes

20. Question: In regards to Attachment 10, Professional Services Agreement 4 Subconsultants, while we understand the Port's position and desire to review and approve personnel and subconsultants, an unreasonable or lengthy delay in reviewing and granting consent could make performance difficult and add risk with gaps in coverage that could be mitigated with a response in a reasonable time period. Will the Port edit this section to read the following: "Consultant may substitute personnel or subconsultants prior to any such subconsultants commencing work only upon the Project Manager's written consent, which shall not be unreasonably withheld or delayed."?

Answer: Yes.

21. Question: In regards to Attachment 10, Professional Services Agreement 5. Indemnification and Liability, subparagraph 5.1, Will the Port amend this clause to limit the liability to 3rd party claims for direct damages and reasonable expenses attributable to or arising out of actions of Consultant or its subconsultants directly employed by them and as is allowed for construction contracts under California Civil Code Section 2782(e) (1) allow the Consultant to "Defend the claim with counsel of its choice, and the

[Consultant] shall maintain control of the defense for any claim or portion of claim to which the defense obligation applies.”?

Answer: No.

22. Question: In regards to Attachment 10, Professional Services Agreement, 5. Indemnification and Liability, subparagraph 5.2., the Port has requested \$100 Million in Tower Liability Insurance and typically when a claim is filed against the contractor the legal firm hired to represent the contractor and additional insured entities is chosen by the carrier due to the unique nature of defending aviation claims. The Port Attorney will be consulted, as will the contractor, however the final selection of legal counsel will rest with the appropriate insurance carrier responsible for paying any claims that may result from the action. Will the Port amend the language to reflect that the final decision will rest with the appropriate insurance carrier responsible for paying any claims that may result from the action?

Answer: In this instance only, the Port can agree to the following language revision in paragraph 5.2 " Consultant shall defend (with legal counsel chosen by or consented to by the Port Attorney) . . ."

23. Question: Is the Errors and Omissions Professional Liability Insurance already included in the Aviation Control Tower Liability? Do we need to provide a separate coverage for Errors and Omissions Liability coverage?

Answer: Proposers should discuss the required Liability insurance with their insurance broker to determine whether or not the policy includes coverage for errors and omissions as well as bodily injury and property damage or if a separate policy is needed to comply with the requirement to evidence Professional Errors & Omissions Liability insurance. If it does include professional errors & omissions liability coverage, this should be specifically evidenced on the insurance certificate.

24. Question: In order to provide comprehensive and responsive pricing information to the Port, several pages are necessary to delineate pricing by year for both ramp control services and gate management services for a total of 5 years for each separate pricing requirement. Will the Port exclude the price proposal from the 26 page limit included in the RFP?

Answer: Yes.

25. Question: Can the contract be executed outside the State of California?

Answer: Yes.