



Purchasing Department
530 Water Street
Oakland, CA 94607

October 4, 2017

ADDENDUM No. 1

RFP No. 17-18/06 – Asset Management Consultant

This Addendum modifies the original RFP Documents for the above mentioned 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 questions were submitted by the deadline and are answered in this addendum.

1. Question: Are there any specific federal requirements on regulations driving this procurement? If so, what are they?

Answer: No, currently there are no specific federal requirements driving this procurement or program.

2. Question: Is the Port of Oakland willing and able to provide a dedicated Port Engineer, Asset Management Planner, or other subject matter expert to support the project team in the execution of Phase 1 activities?

Answer: The Harbor Facilities Support Supervisor will be the project manager for the program and support the project team in the execution of phase 1 activities.

3. Question: Is work is solely for the harbor, and/or airport, and/or other assets under the Port's responsibility.

Answer: The RFP is only for Phase 1 and will be used for now by the Port's Maritime department (Harbor Facilities), but later other business lines (Aviation and Commercial Real Estate) within Port may be integrated with the AMP at a later time.

4. Please clarify what is included and excluded from the 16 page limit. For example, resumes, contract schedules, proposed resource and fee schedules, proposed time schedule etc.

Answer: Port required forms and documentation such as the Non Collusion Declaration, Statement of Equal Employment Opportunity, RFP Acknowledgement and Signature Form, Proposal Worksheet, Chart for Submitting Data for Calculation of Preference Points, Local Participation Questionnaire, Monthly Utilization of Local and Small Business Enterprises, Final Utilization of Local and Small Business Enterprises, Non-Discrimination and Small Local Business Utilization Policy Program Affidavit, Employer Self-Evaluation for Port of Oakland Living Wage, Certificate of Compliance – Living Wage, Statement of Living Wage Requirement and Insurance Acknowledgment Statement will not count against your 16 page limit.

Everything detailed within section III. Experience Requirements will count against the 16 page limit.

5. Question: For A.1. Task 1 – (g) Assisting to develop the AMP outline, (4) Develop initial first year budget and five year budget outlook. Do we actually develop the first year budget and five year outlook? If so, then what would this be based on?

Answer: The intent of this is to showcase the resource cost to run an asset management program, using both internal (Port of Oakland) and external (consultant) resources. Yes, you will be developing the first years budget along with the five-year outlook. This will be based on your initial schedule that will be provided and ultimately based on the roadmap that is being developed.

6. Question: In regards to III. Experience Requirements (a) and (b), please clarify the meaning of these two terms applying to Experience, "...recent (within the two years)..." and "Completed projects similar (within the last 5 years)..."

Answer: The intent of this request is to attain company experience of the last 5 years. We also want to ensure that the company also have recently worked on asset management programs, within the last two years.

7. Is the maximum 15 points referenced on page 7 of 11 (Evaluation Criteria #5) determined by the credit allocations detailed in Attachment 5? If not, would the Port clarify how points will be calculated for Evaluation Criteria #5?

Answer: Yes, the preference points will be allocated as described in Attachment 5.

8. Question: In Attachment 5 on page 1 it says that "Up to 5 points will be credited proportionately" to LIA certified firms. Would the Port clarify the formula used for the team calculation? For example, if Firm A is the prime and a certified LIA who anticipated doing 85% of the work, and the prime has two subs Firm B and Firm C (both non-LIAs or LBAs who will be doing the remaining 15% of the work), would the team receive 4.25 of the 5 points?

Answer: Using the scenario provided above, a Port certified LIA self performing 85% of the project with two (2) non Port certified subs performing 15% of the project, would receive 4.25 of the 5 preference points.

9. Question: Would the Port accept SBE/VSBE certificates from other peer agencies in the transportation industry to meet the SBE credit?

Answer: No, the Port will not accept any certification(s) from other agencies for this Request for Proposal to meet the SBE credit.

10. Question: Would the Port accept DBE, MBE, or WBE certificates to meet the SBE credit?

Answer: No, the Port will not accept DBE, MBE or WBE certification(s) from other agencies for this Request for Proposal to meet the SBE credit.

11. Question: Can you clarify what your target involvement rate is for LIA, LBA, VSBE and SBEs (e.g. 3%, 10%, etc.)

Answer: There is no target involvement rate for LIA, LBA, VSBE and SBEs. However, the Port encourage full participation of firms from the Local Business Area (LBA), the counties of Alameda and Contra Costa, particularly those in the Local Impact Area (LIA), the cities of Oakland, Alameda, Emeryville and San Leandro.

12. The Proposal Worksheet is listed in two places in the RFP. Should it go in Section 5, in Section 8, or both? If in Section 8 or both, should all supporting documents be included as well?

Answer: Please use attachment 4, Proposal Worksheet, to provide schedule of fees or cost. This proposal cost is Section 5 of the Submission Requirements.

13. Question: Are staff resumes allowed in an appendix? If so, what is the page limit for each resume?

Answer: Yes, a page or two for resumes.

14. Question: Section 8. Required Forms and Adherence to Port Policy and Other Requirements – Do these forms count toward the 16 page limit of the proposal and if we attach a cover does that count in the page limit as well?

Answer: No, any Port required forms to sign and fill out are not part of the 16-page limit. The 16 page limit will only count toward item 1 to 4 of the Submission Requirements.

There are no other questions to RFP No. 17-18/06.