



Purchasing Department
530 Water Street
Oakland, CA 94607

November 3, 2017

ADDENDUM No. 1

RFP No. 17-18/14 – As-Needed Aviation Planning Consulting Services

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: Can you expand on what you are looking for in a prime consultant? It is unclear from the Project Overview whether an Architectural firm with Port of Oakland experience can be the prime or a firm with a full range of aviation planning services/consulting must be the prime.

Answer: The Prime Consultant must be a Full Service Aviation Planning Consulting Firm.

2. Question: Does the full team need to be defined in the proposal or can we add team members as projects arise? What we want to know is if you simply need a prime and, say, an environmental and engineering sub for the proposal and then bring on other members as needed, (i.e. cost estimating). Or are you expecting a proposal with a fair number of consultants included?

Answer: Proposers are expected to comprise a team and demonstrate how this team can provide the range of services listed on page 2 of 11. It is expected that the team would include a prime and subconsultants to provide these services.

3. Question: **Knowledge and Experience.** In this section we are directed to provide a “list of three (3) or more projects (in similar size and scope to this RFP), with brief descriptions that demonstrate your experience.” We are then prompted to organize our information to provide “Descriptions of up to three relevant aviation planning projects.” Please clarify whether we should provide up to three or more than three project descriptions.

Answer: Please provide three or more projects.

4. Question: **Proposed Fees and Expenses.** Please confirm that our schedule of fees and costs should be provided on the required RFP form as an Attachment, and thus not count against the 20-page limit. We ask because providing this information for our comprehensive team comprised of multiple firms within the 20-page proposal would use up much of the allowed space.

Answer: Please use Attachment 4 to provide billing rates and other costs for key staff. You may use additional paper if needed and it will not count against the page limit.

5. Question: Resumes submitted in response to Section 2.c. do not count toward the 20 page SOQ limit. Should these resumes be incorporated in Section 2, or should they be appended with a reference in Section 2?

Answer: Resumes may be provided as an attachment.

6. Question: Given the general nature and range of potential planning assignments, should the schedule of fees address all possible participants or just the key staff who are most likely to participate?

Answer: Please provide rates for key staff.

7. Question: Can you elaborate on expectations related to proposed fees and expenses since a full scope for each project has not been defined or will hourly rates suffice?

Answer: Please provide hourly rates for key team members, using Attachment 4--Proposal Cost Worksheet. You may attach additional pages if necessary.

8. Question: Attachment 4: Is this only to be filled out by the prime?

Answer: Yes, attachment 4 includes key subconsultant team members. You can use additional page if needed.

9. Question: In the sample Professional Services Agreement, section 9.3, the last sentence states that the provisions shall remain fully effective indefinitely. This implies no future end; may not be possible to adhere to, in practice. Would the Port be amenable to changing to a mutually agreeable definitive timeframe?

Answer: The Port is generally required to include Section 9.3 in its standard Professional Services Agreement. If any exceptions to the standard language are requested, they must be presented in the response to the RFP, for the Port Attorney's review and consideration.

10. Question: Which, if any, forms are required to be submitted by subconsultants?

Answer: Subconsultants are not required to submit any forms.

11. Question: Does the Debarment Statement count towards the 20-page limit?

Answer: The Debarment Statement does not count against the page limit.

12. Question: Please confirm whether a proposal cover and dividers would count against the 20-page limit?

Answer: Covers and dividers do not count towards the page count.

13. Question: Does the Litigation and Other Information Statement count towards the 20-page limit?

Answer: No

14. Question: Is the cover letter included in the page count?

Answer: Yes

15. Question: Page limit is 10 sheets of paper, double-sided, to equal 20 total pages (excluding resumes)?

Answer: Correct

16. Does the table of Contents count towards the 20-page limit?

Answer: A Table of Contents will not be counted towards the 20-page limit.

There are no other questions to RFP No. 17-18/14.