



Purchasing Department
530 Water Street
Oakland, CA 94607

March 10, 2020

ADDENDUM No. 1

RFQ No.: 19-20/15, Consulting Services for Airport Pavement Management System (APMS) Update at Oakland International Airport, Oakland, CA

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

The following correction have been made to the above referenced Qualifications:

- A. Correction:** Delete Section II Scope of Services Item C **Projected Time Line and Length of Contact** in its entirety and replace it with:

C. Award Consideration and Length of Contract

The scheduled completion date for this project is estimated to be twelve (12) months from the Port's Notice to proceed and the Port will award a three-year contract (if any) and will have the option to issue two (2) one-year extensions not to exceed a total period of 5 years.

- B. Correction:** Delete Section VI Additional Provisions Item U **Award Consideration and Length of Contract** in its entirety and replace it with:

U. Award Consideration and Length of Contract

The Port shall award the contract (if any) to the highest ranked company/firm selected through the competitive process (and any subsequent interviews) outlined in this RFQ. If the Port and the highest rank firm cannot agree on compensation and fees in a timely manner, the Port will begin negotiations on compensation and fees with the next highest ranked firm, and so on, until the Port and a selected firm can agree on compensation and fees.

The Port will award a three-year contract (if any) and will have the option to issue two (2) one-year extensions not to exceed a total period of 5 years.

There are no other changes to RFQ No. 19-20/15.

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

- 1. Question:** Is the period of performance 12 months (per pg. 5 of 15, paragraph C) or is it a 3 year contract with 2 one year extensions not to exceed a total of 5 years (per pg. 15 of 15, paragraph U)?

Answer: Please see correction made to the RFQ document above.

- 2. Question:** What will the badging requirements be for this/ project?

Answer: Information on the Port's badging process and applications can be found at: <https://www.oaklandairport.com/airport-security/id-badging-office/> . It is expected that the Consultant Project Manager and additional technical leads identified meet the Airport Badging Requirements. For this project, the badge type anticipated to be issued for personnel specified above who are requesting access to the airfield is an All Areas Badge, Movement Area (Full), with Escort Authorization; badges subject to scope of work, meeting all training and security requirements, and Airport Operation's authorization.

- 3. Question:** Will the Port provide escorts during the data collection portion of this project? Please elaborate on Task 2, item e) "Airfield escort training to self-perform pavement surveys"

Answer: The Port will not provide escorts during the data collection portion of the project. Any technical lead or project member who will be driving on the airfield must complete all eligibility requirements required for an All Areas Badge, Movement Area (Full), with Escort Authorization. This will require both badging and movement area training. Information on the Port's drivers training program can be found at:

<https://www.oaklandairport.com/airport-security/id-badging-office/computer-training-information/drivers-training-program/>

- 4. Question:** One of the requirements for the cover letter states "(b) provide documentation that your firm meets the minimum qualifications listed in this RFQ." We are not entirely certain if we need to provide documentation in the cover letter (counting toward the 2 pages maximum requirement), or if a statement in the cover letter, stating the minimum qualifications are met and please refer to Supplemental Information and Forms Section for detailed qualifications, would be enough. Please advise.

Answer: The cover letter must include the firms' minimum qualifications (and any Technical leads minimum qualifications) as stated in the submission requirements and will count toward the 2 page limit.

- 5. Question:** Responses may not be longer than 22 pages (one sided or 11 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. 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. Is a standard cover not allowed and, if we included one, would that count toward the total page count?

Answer: All attachment, forms, covers, table of content will not count against the page limit.

6. Question: Does the 11-point font apply to graphics and the org chart?

Answer: No, only for the text in the document. Specific graphics and org chart may use smaller font; supporting text for the graphic(s) and org chart must use no smaller than 11-point font.

7. Question: Do the “wet” signatures for the original have to just be on the cover letter or on all of the forms as well?

Answer: Wet Signatures will be required for all original forms.

8. Question: While reviewing the subject RFQ, it appears to us that Attachment 4 is missing from the document.

Answer: Attachment 4 was posted on the Port Website on 02/27/2020. Please visit the [www.portofoakland.com](https://www.portofoakland.com/wp-content/uploads/19-20-15-Attachment-4-Minimum-Qualification-Requirements.pdf) to view document or click <https://www.portofoakland.com/wp-content/uploads/19-20-15-Attachment-4-Minimum-Qualification-Requirements.pdf>.

There are no other questions to RFQ No. 19-20/15.