



Purchasing Department
530 Water Street
Oakland, CA 94607

January 13, 2021

ADDENDUM No. 1

RFP No.: 20-21/10, Oakland International Airport Post-Construction/Green Infrastructure Stormwater Treatment Assessment

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 qualifications.**

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

- A. Correction:** On the Proposal Information Page, please note a minor typo error of ~~19-20/22~~ for the Proposal Number this reference number is incorrect and should read **20-21/10**.

Proposal Information

Proposal Title	Oakland International Airport Post-Construction/Green Infrastructure Stormwater Treatment Assessment
Proposal Type	Professional Services
Proposal Number	19-20/22 20-21/10
Proposal Issued	December 11, 2020
Requesting Dept.	Aviation Planning and Development
Pre-proposal Meeting	January 6, 2021 at 1:00 p.m. Zoom Meeting: https://portoakland.zoom.us/ Meeting ID: 925 9162 5775 Passcode: 321306 One tap mobile +16699009128,, 92591625775# US (San Jose) Dial by your location +1 669 900 9128 US (San Jose)
Scheduled Publication Date	December 11, 2020
Proposal Due Date	January 28, 2021 until 11:00 a.m.

There are no other changes to RFP No. 20-21/10.

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

1. **Question:** The Proposal is due by 1/28/21 11am in a sealed envelope to 530 Water Street, Oakland. Are there any limitations/barriers we should be aware of if delivering the Proposal in-person or by delivery service due to COVID restrictions. For example, hours when there is staff at the office to accept mail/packages.

Answer: No electronic RFPs will be accepted. To protect the integrity of the RFP process, the Port must receive sealed RFPs (physical submittals only), delivered to the Port either in-person or by mail by the Due Date and Time indicated in the RFP. (Please note: Some physical deliveries have been intermittent/delayed in certain areas, so please plan accordingly and submit your RFP early to ensure timely receipt.) The Port of Oakland is open, and a hard copy can be dropped off at the security desk (9:00a.m. – 3:00p.m daily.) or call Nicklaus Sioson at 510-627-1140 to make an appointment when submitting the proposal before the due date in person.

2. **Question:** Are we allowed to hand deliver/drop off our proposal at the submittal address provided in the RFP?

Answer: *Yes*

3. **Question:** The Submittal Format includes a section on Proposed Costs. This states to “Provide your cost for the proposal on the Proposal Worksheet and attach any proposed fee schedule, broken down into general tasks. It is important that you provide your fee schedule so that the Port can evaluate your proposal.” The Proposal Worksheet allows documentation of hourly rates and service fees but not the overall project budget or task budgets. Is it acceptable to attach a budget table to this Worksheet? Can we assume that this budget table and attached firm fee schedules would not be counted toward the 16-page limit?

Answer: Provide a Proposal Worksheet (or fee schedule) and detailed project budget with proposed costs broken out by task. It is acceptable to attach the detailed project budget to the Proposal Worksheet. Budget table and Worksheet can be attachments and will not count toward the 16-page limit.

4. **Question:** Can the Port provide the estimated budget for this contract?

Answer: The estimated budget for this contract is \$100,000-\$150,000. Cost effectiveness is one criterion of proposal evaluation.

5. **Question:** Can you advise if existing geotechnical data/reports are available for the entire site to be considered as part of this project? If so, can the reports or summary of the available data be shared to help proposers ascertain if additional investigation will be needed?

Answer: The Airport campus is 2,600 acres; no post-construction site selection has been made. While the Port may have limited geotechnical data available for discreet locations throughout the airport, the Port will not provide a complete geotechnical report of the Airport campus.

6. **Question:** Do resumes, cover letters, and other attachments count toward the 16-page (8 page double-sided) limit?

Answer: No. Resumes, cover letters, and other attachments will NOT count toward the 16-page limit.

7. **Question:** On the original where signatures are required. Do the signatures have to be wet signatures?

Answer: No, electronic signature are acceptable.

8. **Question:** Page 2 of 11 item 2: Will the Port provide the maps showing existing wetlands and other environmentally sensitive areas?

Answer: Yes, the Port will provide as part of the data request by selected consultant after we have selected the consultant.

9. **Question:** Page 2 of 11 item 4: Will the Port provide the topographic surveys or should we include surveying services in the response?

Answer: The Port may have limited topographic data available for discreet locations throughout the airport, the Port will not provide a complete topographic report of the Airport campus. Consultant should anticipate obtaining data, as needed.

10. **Question:** Could you please clarify if the 15 points allocated to “Small Local Business Utilization” applies only to the prime consultant or if the entire consultant team is evaluated?

Answer: Up to 15 points will be credited proportionately (counting the whole team, prime consultant and sub-consultant(s)) for LIA and LBA certified firms.

11. **Question:** Section IV. Submission Requirements, Submittal Format, Items 4 and 5, request a Scope, Schedule, and Fee for the Scope of Services identified by the Port. Are these items to be considered as part of the 16 page limit or can they be provided as attachments and simply be referenced within the 16 pages?

Answer: Item 4, Plan and Approach, with requirements for scope and schedule will count toward the 16-page limit. Item 5, Proposed Costs, with requirements for Proposal Worksheet (or fee schedule) and detailed project budget can be attachments and will not count toward the 16-page limit.

12. **Question:** The submittal requirements for items (2) Knowledge and Experience, and (3) Client references seem redundant. May proposing consultants combine these two requirements into a single section given the page restriction?

Answer: No, combining these two requirements is not acceptable.

13. **Question:** Given the ongoing pandemic-related work restrictions, are hard copies still required with this submittal, or will the Port accept a PDF?

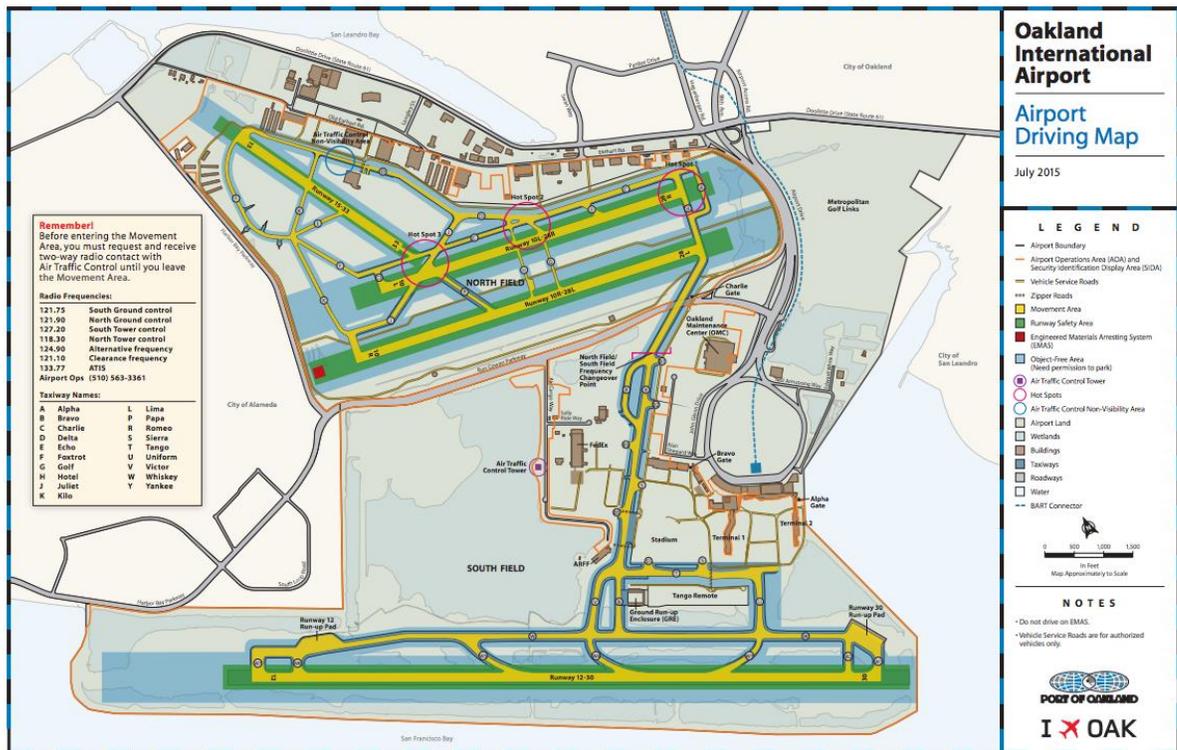
Answer: Yes, see response to Question #1 above. Hard copies and electronic copies (PDFs) of proposals are required.

14. **Question:** Is current airport-wide topography/survey data available or will be made available by the Port? Is new topographic surveying expected as part of the pending scope of work?

Answer: Please see response to Question #9.

15. **Question:** What is the specific extent/boundary of the “airport campus” identified in the RFP? Can a map be provided?

Answer: The Airport campus is shaded in green, as indicated below:



16. **Question:** Can the Port provide a list and description/location of upcoming airport development of re-development projects that will be considered in the assessment?

Answer: Yes, the Port will provide a list of planned projects as part of the data request by selected consultant after we have selected the consultant. Some projects are emergency repairs that cannot be anticipated.

17. **Question:** What existing soils and groundwater data (physical/geotechnical, groundwater elevations, chemical/environmental) is available from the Port to support the assessment of all the airport areas that will be the subject of this evaluation?

Answer: See response to Question #5.

18. **Question:** Does the Port expect the scope of work for this assessment to consider or include amendments or updates (or recommended updates) to the existing Port of Oakland 2015 Post-Construction Stormwater Design Manual?

Answer: The scope of work does not anticipate this, however the consultant's plan and approach should include best recommendations to achieve project goals.

19. **Question:** On page 5 of 11 in the RFP it is stated under "IV. Submission Requirements" that proposers must provide a cost for the proposal on the Proposal Worksheet and attach a proposed fee schedule, broken down into general tasks. Please clarify/detail the level of detail and format required for the proposed costs. It appears that the Proposal Worksheet is designed to support a proposed rate schedule but not a breakdown of the total project costs by task. Also, please confirm whether the cost proposal counts toward the total 16-page limit.

Answer: See response to Question #3.

20. **Question:** Please confirm if resumes for key personnel can be included as an attachment (as supplemental information pertaining to their relevant experience).

Answer: See response to Question #6.

21. **Question:** Are prime contractors required to submit the Debarment form for subcontractors?

Answer: Please provide debarment information for your company (as a prime), as we do not need debarment information at this time for your sub-contractors. However, if you are forming a partnership with a sub-contractor and the Port will issue a contract to you as a joint/partnership company, then we do need debarment information for the partner company.

22. **Question:** The submittal requirements for items (2) Knowledge and Experience, and (3) Client references seem redundant. May proposing consultants combine these two requirements into a single section given the page restriction?

Answer: See response to Question #12.

23. **Question:** Page 5 of the RFP: Submittal Format: Both Section 2 Knowledge and Experience and Section 3 Client References ask for project descriptions. To be efficient with our page limit and eliminate duplicating the project information, would the following revisions be acceptable?

- a. **Knowledge and Experience:** Provide ~~relevant information about your company's knowledge and experience, including a list of three or more projects (in similar size and scope to that in this RFP), with brief descriptions that demonstrate your experience.~~ Also, provide the names of key personnel who will be assigned to do the work under this project and provide their relevant experience.
- b. **Client References:** Provide names, addresses and contact information for three (3) or more current clients. Provide the size and scope of each project (in similar size and scope to that in this RFP) and a brief description of the projects that demonstrate your experience. Please make sure all contact information is current. By providing such information, you authorize us to contact such clients.

Answer: See response to Question #6.

24. **Question:** Are we submitting a fee schedule, level of effort in hours, or just the rate schedule requested in Attachment 4?

Answer: See response to Question #3.

25. **Question:** Are we able to include our team's 2-page resumes in an appendix that will not be counted in the tight page limit?

Answer: See response to Question #6.

There are no other questions to RFP No. 20-21/10