



Purchasing Department
530 Water Street
Oakland, CA 94607

Date: **May 13, 2016**

ADDENDUM No. 1

RFP No. 15-16/18 – Geospatial Security Mapping System (GSMS) Maintenance and Support

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. **Supplier Question:** Can you please tell us who will be on the Port's evaluation committee to review the RFP submittals?

Port Response: Evaluation Committee is comprised of Port staff who have job knowledge and technical expertise related to GSMS, also included is a member of the Social Responsibility Department.

2. **Supplier Question:** Can you please provide a list of companies who have requested a copy or expressed an interest in this RFP?

Port Response: The companies that have expressed an interest in this RFP include Esri, North South GIS, and AECOM.

3. In Section I Project Overview, paragraph 1, page 1 of 13 of the RFP is the grant funding that's mentioned (\$367,500) intended to fund the two (2) year contract period and the three (3) optional years? Or is it just the two (2) year contract period?

Port Response: The Port intends to contract with the selected consultant for an initial two year term and to utilize the grant funding available for this project to the maximum extent possible. Based on 1) the performance of the consultant/contractor and 2) the availability of future funds (grant(s) and/or Port cash), the Port retains the authority to extend the initial two (2) year term an additional three (3) years through three (3), one (1) year options. The maximum duration of the agreement is five (5) years.

4. **Supplier Question:** Will the source code for the NorthSouth GIS's Port Solution be made available for updating and/or modification to meet the needs of the GSMS?

Port Response: The Port's GSMS software stack is comprised primarily of commercial-of-the-shelf software, however, a portion of the software solution was custom developed by NorthSouth GIS. Proposer's may partner with or subcontract for services as needed. The successful Proposer will be responsible for the entire Scope of Services.

5. **Supplier Question:** If the source code for NorthSouth GIS's Port Solution is not made available, will NorthSouth GIS provide maintenance or support for updating and/or modification of Port Solution components to meet the needs of the GSMS?

Port Response: See response to "Supplier Question 4".

6. **Supplier Question:** Attachment 4, Proposal Worksheet, Table A, Task 1 is it correct that the only costs Contractor should associate with Back-office Support and On-site Support are 8 hrs. of support per week for 52 weeks?

Port Response: On-site support is the 8 hours of support listed in Task 1.3. This is separate from the estimate that should be provided for the Back-office support requirements that are listed in Task 1.2.

7. **Supplier Question:** Attachment 4, Proposal Worksheet, Table B, Task 2 it is our understanding that Contractors are not to list specific tasks under System Development Efforts, Additional Back-office Support, or Additional On-site Support and we are not to alter the hours listed under each of these headings. Can you please confirm this is correct?

Port Response: Yes, that is correct. The Task 2 worksheet is an example of the kinds of additional support the Port may order and will be used to compare proposal costs. The final cost for Task 2 will be negotiated with the proposer (based on the quoted hourly rate), prior to contract award.

8. **Supplier Question:** Attachment 4, Proposal Worksheet, Table A, Task 1 does the Port want contractors to price Task 1 using a blended Hourly Rate (since different people may be involved in delivering the 5 items that are listed)?

Port Response: Yes, the Port expects Task 1 proposed costs will be all inclusive, or blended, hourly rates for the services provided, and to provide the lump sum price that will be the actual lump sum price for the contract. (see also question 9 below)

9. **Supplier Question:** Attachment 4, Proposal Worksheet, Table A, Task 1 does the Port want contractors to price Task 1 as a lump sum that *will* be the actual price in the contract?

Port Response: Yes, it is expected that the Task 1 cost is a lump sum and will be the actual price for that task. (see also question 8 above)

10. **Supplier Question:** Attachment 4, Proposal Worksheet, Table B, Task 2 does the Port wish contractors to price Task 2 using the specified items (e.g. 200 hours GIS Analyst) exactly as shown, *as if* contractors will be providing 200 hours of GIS Analyst, but that these will *not* be the actual hours that contractors will have to provide for Task 2 during execution?

Port Response: *That is correct, the Task 2 worksheet is strictly for bid comparison purposes. The actual hours required for specific projects to be proposed under this task will be agreed to in advance and will be authorized by the Port. (see also question 7 above)*

11. **Supplier Question:** Attachment 4, Proposal Worksheet, Table B, Task 2 does the Port want contractors to price Task 2 as lump sum, but in fact will expect invoices for actual hours worked?

Port Response: *Yes, the Task 2 lump sum is an estimate on the Proposal Worksheet. Actual projects approved by the Port under that task will include materials and payments will be made on invoiced hours based on these rates that will be reflected in the Professional Services Agreement. (see also question 12 below)*

12. **Supplier Question:** Attachment 10, Professional Services Agreement, Appendix A – Services, Item 2.2.2 Materials will the Port reimburse *authorized* expenses that are *not* included in the proposed budget? For instance, if our proposed labor budget is \$100,000 and the Port later authorizes us to procure a \$200,000 reimbursable item, such as a piece of software, that was not in our original proposal, will the Port only reimburse items that are proposed in response to this solicitation at this time?

Port Response: *Proposers are not expected to include any costs for materials in their Task 2 cost proposals. Materials will be approved at a later date as part of specific projects approved and authorized by the Port Project Manager and will be reimbursed.*

13. **Supplier Question:** Attachment 10, Professional Services Agreement, Appendix B – Payment, Item 2 Payment Schedule has check ‘as invoiced’ and ‘as set forth in the schedule below’; but not checked ‘monthly’. When are the various elements of Task 1 to be invoiced? Up-front at the beginning of the project? At the end? Each year? Prorated into monthly billings over the two (2) year period?

Port Response: *Invoices should be submitted to the Port monthly.*

14. **Supplier Question:** Attachment 10, Professional Services Agreement, Appendix B – Payment, and when are the various elements of Task 2, on Attachment 4 Proposal Work Sheet, Table B to be invoiced? Up-front at the beginning of the project? At the end? Each year? In monthly billings for actual hours worked?

Port Response: *Detailed invoices including hours, by specialty, and material or equipment required to accomplish a Port approved project should be submitted to the Port monthly.*

15. **Supplier Question:** Our understanding is that the Port will not certify a company as a Small Business Enterprise if they are not physically located in the Local Impact Area or Local Business Area, even though they are a California-certified Small Business Enterprise, is that correct?

Port Response: *Yes, that is correct. A company must physically be located in the Local Impact Area or Local Business Area to be a Port certified Small/Local business. Port of Oakland does not accept Small/Local business certifications from other public agencies or organizations.*

16. **Supplier Question:** We would like to know if it is acceptable that we provide Professional Liability coverage of \$1,000,000 per claim, and \$2,000,000 in the aggregate, rather than the \$2M/\$2M that is requested in the RFP?

Port Response: *No, contractors must meet the Insurance Requirements stated in Attachment 10, Professional Services Agreement, Appendix E.*