



Purchasing Department
530 Water Street
Oakland, CA 94607

February 2, 2022

ADDENDUM No. 1

RFP No.: 21-22/27, On-Call Stormwater Compliance, Planning, & Support 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 the proposal be dropped off?

Answer: Yes, the Port of Oakland is open, and a hard copy can be dropped off at the security desk or call Nick Sioson at 510-627-1140 to make an appointment when submitting RFP before the due date in person.

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.).

2. **Question:** Regarding: II. Scope of Services b) Regulatory agency collaboration and legal guidance in stormwater programs. What is the intent of including “legal guidance” in the scope of services? Is the intent to include an attorney on the project team?

Answer: The intent was not to include an attorney on the project team. “Legal guidance” is intended to be provided by subject matter experts on stormwater regulations, which may not include attorneys.

3. **Question:** As far as proposal costs, aside from hourly staff fees, since this is an on-call what other proposed costs are you looking for?

Answer: Cost effectiveness, or submitted rates, and subconsultant/contractor mark-up percentages.

4. **Question:** Under the Industrial Permit, will the consultant be collecting stormwater samples or does Port staff do that?

Answer: The Port may request the on-call consultant to collect stormwater samples.

5. **Question:** Does the Port prefer wet (original) signatures? Or will electronic signatures be acceptable?

Answer: Electronic signatures are acceptable.

6. **Question:** Can you please share who the incumbents are? Does the Port anticipate allocating the full contract value during the timeframe for the contracts?

Answer: EOA, Inc. is the incumbent. The contract for each consultant is anticipated to be approximately \$500,000, subject to Board of Port Commissioners approval; however, the actual volume of work could be substantially less, and execution of an Agreement will not constitute any guarantee of business or level of compensation.

7. **Question:** Does the Port want consultants to submit key personnel resumes as an attachment to our proposals?

Answer: Yes. Submit key personnel resumes as an attachment. Resumes will not count toward the page count.

8. **Question:** If a consultant works for one of your tenants do you see that as a conflict of interest?

Answer: Not necessarily, however potential conflicts of interest must be disclosed prior to starting any work that could be in conflict.

9. **Question:** So, no bound copies and master only clip?

*Answer: All submitted material must be bound with only **one staple or binder clip** in the upper left corner – See Section IV Submission Requirements, Submittal Format.*

10. **Question:** Is there a separate DBE goal for this contract? Or only a small local business goal?

Answer: There are not separate DBE goals on this project. Preference points are awarded to Port of Oakland certified Prime Consultants.

11. **Question:** Will resumes count against the 20-page limit?

Answer: No, it will not count against the 20-page limit. However, only include relevant key personnel resumes.

12. **Question:** Will there be interviews, or is the Port make a selection based on the proposals?

Answer: Please refer to Section V. Evaluation Criteria, item B. Selection Procedure.

13. **Question:** When do you plan to award the contract?

Answer: As soon as possible, but there is not a set award date.

14. **Question:** Which of the permit tracks does the Port see as requiring most support (MS4, IGP)?

Answer: Municipal General Permit (MGP) is in the process of being reissued which will require new tasks and support. The Industrial General Permit will also require regular support, and has the potential for additional regulatory changes and requirements over the contract term. Construction General Permit (CGP) may also require assistance, however typically CGP compliance is conducted by the contractor and its QSD/P.

15. **Question:** How about CGP?

Answer: The Port may request Construction General Permit (CGP) assistance, though typically CGP compliance is done through a contractor and its QSD/P.

16. **Question:** Will the attendee list and questions be shared?

Answer: Yes, the attendees list is currently posted on the Port website and all questions are included in this addendum.

17. **Question:** Can you describe what services you are anticipating for Education and Outreach program deliverables? Would the consultant support that or provide technical input? Or lead it?

Answer: Education and Outreach deliverables may be requested if needed.

18. **Question:** Will consultants that win this contract be precluded from bidding on the environmental RFP coming out in the next couple months?

Answer: No.

19. **Question:** Does the Port anticipate engineering design services for trash capture?

Answer: Engineering design is not anticipated for this contract. Other support services such as feasibility & planning analysis may be beneficial for the Port's trash capture program requirements.

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

Answer: The Port's contract will be with the Prime Contractor(s) who is required to submit the Debarment form for themselves at the time of proposal submittal. The Port reserves the right to review Debarment forms for subcontractors after proposal submittal

and before contract award and to reject any subcontractor who is Debarred. Please ensure your subcontractors are not debarred.

21. **Question:** What have been the biggest challenges in the implementation of the MS4 to date?

Answer: Challenges include implementation as a Non-traditional MS4 as well as an MS4 with three separate business lines.

22. **Question:** Does the Port prefer for all forms to be submitted as attachments at the end of the proposal? For example, should the Proposal Worksheet Form be provided in Section 5. Proposed Costs (and therefore included in the page limit) or should it be provided in Section 8. Required Forms and Adherence to Port Policy and Other Requirements (and therefore not included in the page limit)?

Answer: The Proposal Worksheet should be included in section 5 and will count against the 20-page limit. All other Port forms and attachments will not count against the 20-page limit.

23. **Question:** Does the Port want completed forms only from the Prime consultant (with the exception of the Nondiscrimination and Small Local Business Utilization Policy Program Affidavit and the Proposal Worksheet, which should include subconsultants' rates and fees)? Or does the Port require subconsultants to also complete each of the remaining forms?

Answer: This is an on-call project and preference points are only awarded to the Prime consultant. The NDSLBP forms are only required from the Prime.

24. **Question:** Will the Port allow consultants to provide a cover and cover letter for their proposals? And if so, will those items count toward the 20-page limit?

Answer: Yes, consultants may provide a cover and cover letter; those items will not count against the 20-page limit.

There are no other questions to RFP 21-22/27.