



Purchasing Department  
530 Water Street  
Oakland, CA 94607

February 2, 2024

### ADDENDUM No. 1

#### RFP No.: 23-24/15, As-Needed Environmental 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 a company submit as a prime and also as a sub?

*Answer: Yes.*

2. **Question:** Is the SBE goal a requirement of the contract or a preferred percentage?

*Answer: The Port encourages proposers to meet or exceed the contract goal assigned to this project. Although it is not required, small business participation helps our organization meet its DBE program goal. We encourage sub-contracting with SBEs and verified small businesses as ways to achieve the goal.*

3. **Question:** The Small Business Goal does not provide any preferential treatment for the Prime with the highest percentage, but the small business utilization helps the Port meet its overall goal. Can you clarify?

*Answer: The Port is currently administering a race neutral Disadvantaged Business Enterprise (DBE) program with an overall DBE goal of 12.42% for federal fiscal years 2023-2025. The Port has established a 11.7% small business goal for the services provided in this solicitation. The small business participation pledged by proposers and later utilized through the performance of this contract assists the Port of Oakland meet its DBE program goal.*

4. **Question:** Will individual projects be bid between the existing as-needed consultants?

*Answer: Port may request informal cost proposals from selected as-needed consultant(s) before issuing a Technical Service Order.*

5. **Question:** Is it possible to get a copy of the participant list (for teaming contacts?)

*Answer: Yes. A sign-in sheet is posted on the Port Website:*

*<https://www.portofoakland.com/business/bids-rfps/> under the project name.*

6. **Question:** The RFP mentioned an existing similar on-call contract. Who are the consultants under that contract?

*Answer: AECOM Technical Services, Inc., Jacobs Engineering Group Inc., and Montrose Environmental Solutions, Inc. (Formerly Horizon).*

7. **Question:** Will there be an allowance for adjusting labor rates for inflation over the 3 - 5 year contract period?

*Answer: Requests for labor rate increases by the selected as-needed consultant(s) must be reviewed and approved by the Port in writing.*

8. **Question:** I understand that the Port does not require a single consultant to have expertise in all areas... but is it OK to submit a proposal that does not include all areas (i.e. a team that does not check every box?)

*Answer: Yes. The Port does not require any one entity to specialize in all areas identified in the RFP; the Port may select a mix of consultants to provide the necessary set of skills. Consultants may wish to assemble a team or partnership to provide a broader scope of services to the Port. A consultant team should not be discouraged to apply if experiences with types of services listed below do not have a direct application to Port, aviation, or maritime operations.*

9. **Question:** Do the Federal Grants mention or look favorable to work provided to Certified Veteran Owned businesses?

*Answer: The Port's race neutral DBE program has a small business element that focuses on businesses below a certain size. If your veteran-owned business falls below the SBA assigned size standard for gross receipts after being averaged over the last three years, your company would be eligible for credit under our program.*

10. **Question:** Is the Port requiring a combined total DBE (12.42%) and SBE (11.7%) percentage of 24.12%, or does meeting the singular DBE amount of 12.42% fulfill the requirement?

*Answer: The Port has established a contract specific 11.7% small business goal for the services provided in this solicitation. All small business utilization under this contract will be counted towards meeting the Port's overall 12.42% DBE goal.*

11. **Question:** Is the information we submit for Section 5: Proposed Fees and Expenses included in the 26-page limit?

*Answer: Yes. Section 5: Proposed Fees and Expenses are included in the 26-page limit. Attachment 4 can be included as an appendix.*

12. **Question:** “Would selection for this on-call services contract necessarily conflict firms out of bidding on design or construction work to be contracted under other contracts? Or would contractors on this award simply not bid on selected task orders that could be considered a potential future conflict?”

*Answer: Selection for this on-call services contract does not currently conflict firms out of pursuing other contracts with the Port. If there is a future potential conflict, the Port will discuss it further with the selected as-needed consultant(s).*

13. **Question:** Do we provide resumes for just key staff or for everyone on our team? The RFP calls for “primary professional staff”

*Answer: As described in the RFP, please provide resumes for primary professional staff members only.*

14. **Question: RFP Section III. Port Policy and Other Requirements. Port of Oakland Disadvantaged Business Enterprise Program (DBE) Program.** Paragraph 2 states, “The Port is currently administering a race neutral Disadvantaged Business Enterprise (DBE) program with an overall DBE goal of 12.42% for federal fiscal years 2023-2025. The Port has established a 11.7% small business goal for the Services provided in this RFP.” Does this mean our proposed team must meet both a 12.42% DBE and 11.7% SBE goal? That is, does the team need to direct a total of 24.12% of work toward DBE/SBE firms?

*Answer: No, the team does not need to pledge 24.12% small business for this RFP. The Port has established a contract specific 11.7% small business goal for the services provided in this solicitation. The small business participation pledged by proposers and later utilized through the performance of this contract assists the Port of Oakland meet its DBE program goal of 12.42%.*

15. **Question: RFP Section III. Port Policy and Other Requirements. Port of Oakland Disadvantaged Business Enterprise Program (DBE) Program.** Paragraph 2 states, “The Port is currently administering a race neutral Disadvantaged Business Enterprise (DBE) program with an overall DBE goal of 12.42% for federal fiscal years 2023-2025. The Port has established a 11.7% small business goal for the Services provided in this RFP.” Does this mean our proposed team must meet **only** the 11.7% SBE goal for this RFP, and that no DBE firms are required for this RFP?

*Answer: The contract-specific goal of 11.7% is not a SBE goal. Instead, it is a small business goal that can be attained through the utilization of DBEs, SBEs, and uncertified small businesses that undergo a concise review process to determine they are below the SBA size standard for their North American Industry Classification System codes.*

16. **Question: Attachment 6-A. Consultant / Subconsultant Participation Plan.** The form provides six possible socioeconomic certifications: DBE, Port - SBE, Port – VSBE, MBE, WBE, Other. If a subconsultant is a “certified as small by the California Department of General Services as small for their listed NAICS scope [quoted from RFP Page 4 of 13, last

paragraph],” do we enter DGS SBE in the Other category, and is that an acceptable qualification to contribute to percentage goals?

*Answer: Yes, this is acceptable for entering SBEs for credit on this solicitation.*

17. **Question:** On the Consultant/Subconsultant Participation Plan form, can we place "to be determined" in the bid/proposal amount field?

*Answer: Yes.*

18. **Question:** On the Consultant/Subconsultant Participation Plan form, can we place "to be determined" in the dollar amount field?

*Answer: Yes.*

19. **Question:** On the Consultant/Subconsultant Participation Plan form, can we place "to be determined" in the percent of work field?

*Answer: No. Although there is currently no defined scope of work in this RFP, please provide the most precise estimate of subconsultant participation you foresee in this contract.*

20. **Question:** We are using the required minimum 11-point font for text in the body of the document, but would it be permissible to use a 10-point font for text in graphics and photo captions?

*Answer: No.*

21. **Question:** Is a cover letter included in the portion of the proposal that is limited to 26 pages?

*Answer: No.*

22. **Question:** Is a table of contents included in the portion of the proposal that is limited to 26 pages?

*Answer: No.*

23. **Question:** Are front and back covers included in the portion of the proposal that is limited to 26 pages?

*Answer: No.*

24. **Question:** Are the Attachment 4 forms in Section 5: *Proposed Fees and Expenses* included in the portion of the proposal that is limited to 26 pages?

*Answer: No. Attachment 4 can be included as an appendix.*

25. **Question:** is the Port requiring a combined total DBE (12.42%) and SBE (11.7%) percentage of 24.12%, or does meeting the singular DBE amount of 12.42% fulfill the requirement?

*Answer: No, the team does not need to pledge 24.12% small business for this RFP. The Port has established a contract specific 11.7% small business goal for the services provided in this solicitation. The small business participation pledged by proposers and later utilized through the performance of this contract assists the Port of Oakland meet its DBE program goal of 12.42%.*

26. Who are the incumbent firms?

*Answer: AECOM Technical Services, Inc., Jacobs Engineering Group Inc., and Montrose Environmental Solutions, Inc. (Formerly Horizon).*

27. How much was awarded in total under this contract over the last 3 years?

*Answer: \$1.5 million.*

**There are no other questions to RFP No. 23-24/15.**