

ADDENDUM NO. 1

LOG OF RESPONSES TO PROPOSER QUESTIONS

**REQUEST FOR QUALIFICATIONS (“RFQ”) FOR
LEGAL SERVICES, PORT ATTORNEY’S OFFICE
PORT OF OAKLAND (“PORT”)
530 WATER STREET, 4TH FLOOR, OAKLAND, CA, 94607**

This Log of Responses to Proposer Questions is provided solely for the Proposers’ convenience; any interpretations or clarifications contained herein are without legal effect. Only responses incorporated into formal written Addenda are binding. If a Proposer believes that any response included herein does not constitute a complete and clear answer to the question posed, it is Proposer’s sole responsibility to seek further clarification from the Port before submitting a Proposal.

In some instances, the original Proposer question may be paraphrased for brevity or clarity.

Proposers are cautioned that subsequent responses or contract Addenda may affect or modify a response previously given.

Inquiries submitted after the deadline listed in the Request for Qualifications will not be addressed in this Log of Responses to Proposer Questions.

The following questions were submitted by the deadline (May 17, 2022) and are answered in this Addendum:

Question 1: The stated page limit is 10 pages maximum for this response. If a firm is submitting for more than one practice area, will additional pages be allowed?

Response 1: *If the firm is submitting for more than one practice area, up to five (5) additional pages will be allowed. Regardless of the number of practice areas, the total maximum page limit is fifteen (15) pages.*

Question 2: Per Section IV, INSURANCE REQUIREMENTS/COMPLIANCE, can you please advise as to what the Litigation Rates are under Port of Oakland insurance policies?

Response 2: *Litigation rates vary widely and change frequently depending on the applicable insurance carrier, policy, and practice area.*

Question 3: Would the Port share a list of the firms currently retained for the services outlined in the RFQ, as well as the existing fee arrangements in place with those firms? If the Port is unable to share that level of detail, it would be helpful to understand the approximate hourly rate ranges in place with outside counsel.

Response 3: *Your attention is directed to the June 24, 2021 Agenda Report seeking approval of outside counsel. Attachment A of the Agenda Report contains a list of the majority of outside counsel retained by the Port. Rates vary widely depending on practice area, experience level, and public agency discounts.*

Question 4: **Does a cover or back page of a proposal count toward the 10-page limit?**

Response 4: *No, the front or back cover pages of the proposal do not count toward the 10-page limit. However, neither the front nor back cover pages should contain substantive information in response to the RFQ.*

Question 5: **Regarding Section III, paragraph 1: We understand the direction to point The Port Attorney's Office to supplemental information that is available online within the written response to the RFQ. However, can a response include supplemental materials as an attachment to the 10-page proposal?**

Response 5: *The Port Attorney's office prefers to have links to information available online. Supplemental materials can be provided as an attachment to the 10-page proposal, however, this supplemental material should be limited to attorney resumes, should not be duplicative of items that can be found online, and should not contain substantive responses to the RFQ.*

Question 6: **RFQ III.5 indicates that firms must provide 1-3 examples that best represent the firm's success in "the practice area." If a firm is expressing interest in more than one practice area, does the firm provide 1-3 examples per practice area, or are firms limited to three examples overall?**

Response 6: *Firms can provide up to three (3) examples per practice area, if submitting on more than one practice area, as long as the maximum page limitation on the proposal response is not exceeded.*

Question 7: **Regarding the staffing plan referenced in RFQ III.3, is it sufficient to identify each additional (non-primary) attorney proposed? For example, the response would include the primary attorney and that attorney's relevant experience/credentials, followed by only a list of the non-primary attorneys. Please advise.**

Response 7: *Yes, it is sufficient to identify or provide a list of the non-primary additional attorneys.*

Question 8: My firm currently represents the Port of Oakland for workers compensation defense, which could be considered as a subset of Litigation, which is listed as a practice area for which you are accepting statements of qualifications. Does my firm need to submit a response?

Response 8: *No, if you are currently retained by the Port or have represented the Port in the past on a practice area that is listed in the RFQ, your firm does not need to submit a response to the RFQ.*