



**NOTIFICATION OF SOLICITATION OF STATEMENTS OF QUALIFICATIONS  
FOR ON-CALL CONSTRUCTION MANAGEMENT  
SUPPORT SERVICES (SBE)**

**I. Invitation to Submit Statement of Qualifications**

The Port of Oakland ("Port") is soliciting Statements of Qualifications (SOQs) from qualified teams of consultants for providing "on-call" construction management (CM) services for various Port construction projects for a three-year period.

This contract is set aside for Port-certified Small Business Enterprises (SBEs). Only SOQs from Port-certified SBEs will be accepted.

The Port intends to select up to two (2) Consultant/Team(s) to provide CM Services (SBE). The selected SBE consultant under this Request for Qualifications (RFQ) cannot hold any on-call CM contract from the September 2021 solicitations for On-call Construction Management Support Services for Federally Funded Projects and On-call Construction Management Support Services for Non-Federally Funded Projects.

If a prospective respondent is not already certified as an SBE by the Port, the Port's Database Questionnaire and necessary support documents must be submitted to the Port's Social Responsibility Division at least 7 business days before the SOQ due date in order to qualify for SBE status. Only small businesses in Oakland, Alameda, Emeryville and San Leandro qualify for Port certification as SBEs. In order to qualify as an SBE, the respondent must not exceed an average annual gross revenue of \$36,000,000 over the past three (3) consecutive years.

The selected CM Consultant are expected to be under contract with the Port by April 2022.

The Port has posted this RFQ in digital format on a hosting website that can be accessed via the 'Current RFP's/RFQ's: Engineering Consulting Services' link at the following URL: <http://www.portofoakland.com/business/bids-rfps/rfq-engineering/>. Proposing consultants should carefully review the requirements of this RFQ to ensure that they meet all of the stated requirements.

SOQs will be received at the location, and until the time/date, specified under "RFQ Schedule" and "Instructions for Submitting SOQs", below.

Any questions regarding this RFQ can be directed to Port staff listed in the RFQ contacts.

Port policy prohibits discrimination or preferential treatment because of race, color, religion, sex, national origin, ancestry, age (over 40), physical or mental disability, cancer-related medical condition, a known genetic pre-disposition to a disease or disorder, veteran status, marital status, or sexual orientation. The successful Respondent shall comply with the Port's non-discrimination policy and the DBE Rules and shall not discriminate against any business owner because of the owners' race, color, sex, or national origin in the award or performance of the Agreement.

To the extent that the scope of services includes work that falls under the Labor Code definition of "public works" (Cal. Labor Code Section 1720 et seq), this project will be subject to compliance monitoring and enforcement by the Department of Industrial Relations (DIR). Consultants submitting an SOQ, and subcontractors or subconsultants performing any portion of the work that falls under the "public works" definition, must be registered with the DIR pursuant to DIR requirements prior to submission of the SOQ, and the Prime Consultant must include in its SOQ its own DIR registration

number and the DIR registration numbers of all listed subcontractors and subconsultants that will participate in the “public works” portion of the scope of services.

Qualified firms submitting an SOQ will receive credit for the prime consultant satisfying the requirements of the Port’s Non-Discrimination and Small/Local Business Utilization Policy (NDSLBP), a summary of which is included herein as Attachment 2(b). Because of the uncertainty of the actual work to be performed under this contract, Proposers will not receive preference points for listed subconsultants.

Questions regarding this RFQ must be addressed in writing to the appropriate contact person listed under “RFQ Contacts”, below. All questions not directed specifically to the primary contact person must be copied to said primary contact person. Proposers are advised that questions received less than seven (7) calendar days prior to the SOQ due date may not be answered. Where appropriate, the Port will respond in writing to proposer questions submitted in a timely fashion via an addendum or a ‘Log of Responses to Proposer Questions’; see “Port Responses to Proposer Questions”, below.

The Port reserves the right to reject any or all SOQs, to waive any irregularities or informalities not affected by law, to evaluate the SOQs submitted and to award the contract according to the proposal which best serves the interests of the Port.

### RFQ Schedule

<b>RFQ Issued</b>	<b>December 16, 2021</b>
<b>Deadline for Submission of Proposer Questions</b>	<b>Seven (7) calendar days prior to SOQ Due Date</b>
<b>SOQ Due Date</b>	<b>January 10, 2022 at 12:00 noon</b>
<b>Short List of Qualified Consultants *</b>	<b>January 17, 2022</b>
<b>Consultant Interviews/Presentations (if needed) *</b>	<b>January 19, 2022</b>
<b>Final Selection Completed *</b>	<b>January 21, 2022</b>
<b>Board Approval of Consultant *</b>	<b>February 10, 2022</b>
* Note that all dates subsequent to the SOQ due date are subject to change.	

### Instructions for Submitting SOQs

<b>Electronic Submission of SOQs</b>	The Port will receive SOQs for this work <b>in electronic format only</b> . In compliance with the Governor's Executive Orders in response to the COVID-19 pandemic and health order(s) currently issued by the Alameda County Public Health Department, and any amendments thereto (collectively, the Health Orders), the Port Offices are closed to the public and <b>no hard copy SOQs will be accepted</b> . Faxed SOQs will not be accepted.
<b>SOQ Format</b>	Each SOQ must be submitted in a single PDF file containing all of the items listed in Section D, SOQ Format and Contents, in the order specified therein.  Note that, as per Section D, properly executed copies of all forms must be included in the SOQ.  Submitted PDF must be unencrypted, universally viewable, printable, transferable and enable copy.

<b>Submittal Email Requirements</b>	<p>Send email with attached SOQ or SOQ download link to: Samuel Won (swon@portoakland.com)</p> <p>Subject line must contain:</p> <ul style="list-style-type: none"> <li>• "ON-CALL CONSTRUCTION MANAGEMENT SUPPORT SERVICES FOR NON-FEDERALLY FUNDED PROJECTS AT THE PORT OF OAKLAND (SBE)"</li> <li>• Company name</li> <li>• Sent date</li> </ul> <p>Email body must contain:</p> <ul style="list-style-type: none"> <li>• Complete RFQ Title</li> <li>• Company Name</li> <li>• Address</li> <li>• Primary contact: Name, Title, Email, Phone Number</li> <li>• Instructions for download link</li> </ul>
<b>Late Submittals</b>	SOQs received after the time and date stated above will be disqualified.

### RFQ Contacts

	<b>Name</b>	<b>Phone Number</b>	<b>E-mail Address</b>
<b>Primary Contact</b>	Samuel Won	510.563.6520	<a href="mailto:swon@portoakland.com">swon@portoakland.com</a>
<b>NDSLBP *</b>	Donna Cason	510.627.1252	<a href="mailto:dcason@portoakland.com">dcason@portoakland.com</a>
<b>Living Wage Policy *</b>	Donna Cason	510.627.1252	<a href="mailto:dcason@portoakland.com">dcason@portoakland.com</a>
<b>Insurance Requirements *</b>	Josh Schultz	510.627.1535	<a href="mailto:jschulz@portoakland.com">jschulz@portoakland.com</a>
<p>* Questions submitted to NDSLBP, Living Wage Policy, and Insurance contact persons should be copied to Primary Contact.</p>			