

Question & Answer
Request for Proposal (RFP) HSR15-138
Right-of-Way Services
May 23, 2016

1. On page 19 of the RFP, in 5.5.2.3, first paragraph, last sentence. "For companies included as subcontractors on more than one Proposer team, no individual may be designated as Key Personnel in more than one Proposal." How does this affect companies that are just owned and operated by one person - does this mean they can only be on one team?

Answer: Pursuant to Section 5.5.2.3 of the RFP, no individual may be designated as Key Personnel on more than one Proposal. A single individual can be included on more than one Proposal, be named as a Task Manager on more than one Proposal, or be named as Key Personnel on one Proposal and be included as either staff or a Task Manager on another Proposal. Companies that are owned and operated by one person can be included on multiple Proposals so long as that one person is not designated as Key Personnel on more than one Proposal.

2. RFP Section 5.5.4 (pg. 25 of 32) and Attachment D (pg. 1 of 56) Section 5.5.4 references the use of Attachment D, Rate Sheet. Attachment D states the following: "Please complete and submit Worksheet One, which is separately attached to this RFP." Additionally, Attachment D references Worksheet Two: Work Plans. Worksheet One and Worksheet Two were not included in the RFP documents. Will the Authority be issuing these documents as an addendum?

Answer: Worksheet Two was included in the RFP documents as a separate excel worksheet titled "RFP HSR 15-138 Request for Proposals for Right-of-Way Services Sample Task Order (Excel)". Worksheet One was not included with the initial release and will be included in Addendum 1.

3. On page 2 in the Request for Proposal, the Authority has established an SBE participation goal of 30%, inclusive of 10% DBE and 3% DVBE. Are all 3 participation levels required (meaning 17% SBE, 10% DBE and 3% DVBE) or will the full 30% in either of these categories satisfy this requirement?

Answer: Pursuant to Section 5.5.3 of the RFP, the Authority's SB/DBE Program establishes a 30 percent SB participation goal for this contract, which is inclusive of a 10 percent DBE goal and a three percent DVBE goal. Satisfying 30 percent on one of these categories does not satisfy the goal for the other two categories. To meet the goal, Proposers should commit to a minimum 3% DVBE and 10% DBE and a total combined participation of SB, DVBE and DBE reaching 30%.

4. What criteria will be used to decide what contract tier is awarded (i.e. small, medium or large)?

Answer: Tiering is self-selected as stated in Section 5.5.4.2 of the RFP; the Proposer indicates which tier best suits its contracting capacity. As stated in the RFP, the Authority reserves the right to adjust Proposers to the appropriate tier pursuant to the stated criteria.

Question & Answer
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5. Are prime bidders permitted to engage in exclusive teaming arrangements with their sub consultant members? This would seem to contradict the Authority's goal to leverage the resources that are/may be available to the project in the most efficient and effective manner.

Answer: The Authority does not interfere in the business arrangements between primes and subconsultants.

6. On page 4 in the Request for Proposal, it mentions that 600 of the approximately 1500 parcels identified for acquisition in CP-1, CP-2-3, and a portion of CP-4 have been obtained and the balance of the parcels are in various stages of the acquisition process. Does this statement mean that the same primes and/or subcontractors will continue working under this new procurement on the acquisitions and relocations that have not yet been completed?

Answer: Existing contractors will continue working on the contracts they already have, and may submit Proposals under this RFP. The Authority reserves the right to reassign funding and task orders under the current contracts.

7. "Attachment D: Cost Proposal Worksheet Form" (Page 1 of 56) refers to "Worksheet One: Rate Sheet." Please clarify where the "Worksheet One" is located on your website.

Answer: Worksheet One was not included with the initial release and will be included in Addendum 1.

8. In reference to Attachment D+1 does "Worksheet Two" (page 3 of 56) only include Sample Task Orders A, B and C (provided in the Excel document)?

Answer: Yes. Worksheet Two was included in the RFP documents as a separate excel worksheet titled "RFP HSR 15-138 Request for Proposals for Right-of-Way Services Sample Task Order (Excel)".

9. Is our response to the Sample Task Orders included in the page limit?

Answer: No, the response to the Sample Task Orders pursuant to Section 5.5.4 and Attachment D+1 is not included in the page limit.

10. We understand that the sections of the proposal must be in the same order as they appear in the RFP. Does this mean that they must also be numbered the same? See below:

5.2 Transmittal Letter
5.4 Executive Summary
5.5.1 Past Performance and Experience

Answer: Yes, as provided in the last bullet point in Section 5.1 of the RFP, the sections of the Proposal should be in the same order as they are listed in the RFP, and should contain the same section numbering. It is not a mandatory requirement, however,

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presenting the sections in this order and numbering them as noted in the RFP assists the Authority in reviewing the proposals.

11. The RFP requests that we include resumes for Key Personnel and Task Managers. Should we also include resumes or a brief bio on other production personnel (excluding administrative and support staff)?

Answer: No. Pursuant to Section 5.5.2.3. of the RFP, resumes for personnel other than Key Personnel and Task Managers should not be included.