



179 Cross Street, Suite A
San Luis Obispo, CA 93401
(805) 781-4472 Fax (805) 781-1291
www.slorta.org

Addendum #2: Answers to Questions & Clarifications
Design & Engineering Services for RTA Bus Maintenance Facility

June 7, 2018

1. Question: Are resumes counted in the 25-page limit?

Answer: No, resumes need not be included the base 25-page Statement of Qualifications document. Resumes (and the other five forms referenced in question #8 below) can be included in a clearly-marked appendix to the base Statement of Qualifications package. Please note that Selection Committee members will rank each firm's Statement of Qualifications based solely on the information included in the 25-page base document in order to "short-list" consultant teams; RTA staff will review the entire submittal package to determine responsiveness. As such, it is up to each proposing firm to clearly describe the pertinent experience and role of each team member in the body of the base document. If Selection Committee members wish to review the resumes in the Appendix, they may do so – but their initial scores will be solely based on the 25-page base proposal.

In any case, we ask that resumes for each selected team member be limited to two pages each. We also ask that all submittal documents be printed two-sided to save paper.

2. Question: There doesn't appear to be a Lobbying Restriction Form or DBE Utilization Form in the RFQ. It mentions it is provided in Attachment Two but I don't find it there. Is this form required of a) prime firm, and b) all subconsultants? Will it count toward the page limit?

Answer: Please see *ATTACHMENT C – LOBBYING RESTRICTIONS CERTIFICATION* and *ATTACHMENT D – DBE UTILIZATION FORM*. Both of these newly-developed forms should be completed by the prime firm, and included in an appendix to the Statement of Qualifications submittal.

It should be noted that ATTACHMENT C will subsequently need to be filled out by each subcontractor to the successful bidder as part of future development of the final Agreement document. In addition, the successful bidder will need to

The Regional Transit Authority is a Joint Powers Agency serving residents and visitors of:

Arroyo Grande Atascadero Grover Beach Morro Bay Paso Robles Pismo Beach San Luis Obispo and The County of San Luis Obispo

submit additional DBE documents (Participation Schedule, Letters of Intent, Affidavit) during contract negotiations.

3. Question: Does the financial info count toward the 25-page limit?

Answer: As indicated on page 29 of the RFQ, the financial information should be included in a separate envelope clearly marked with the prime bidder's name and the words "Confidential Financial Information." The contents of the financial information envelope do not count toward the 25-page limit.

4. Question: Will a Receipt of Addenda Form be provided? Will it count toward the 25-page limit?

Answer: Yes, see the attached *ATTACHMENT E - RECEIPT OF ADDENDA FORM*. The prime firm should fill-out this newly-developed form and include it in the appendix mentioned above. ATTACHMENT E will not count toward the 25-page limit.

5. Question: On ATTACHMENT B, do you want the prime and subs to fill it out?

Answer: Only the prime firm should fill out the *ATTACHMENT B - CONTACTS LIST* form.

6. Question: It is not clear from the Preliminary Budget included in Addendum 1 if the building itself is accounted for within this budget. Typically, a project like this might have a separate line item that would include the purchase/installation of a warehouse type building with necessary improvements to customize the use, or a line item for the square footage and cost per square foot to build something custom on-site. Can you let me know if that's included here already under another category, or will that need to be added?

Answer: As noted in Addendum 1, the *RTA Bus Maintenance Facility Preliminary Budget* document includes all design/engineering, construction and related elements to complete the \$12.4 million project. We did not develop a preliminary budget that separates the construction of the building from the other non-building elements. We realize this planning level budget may be inadequate to complete the project. The RTA may need to seek additional funding based on cost estimates that will be developed by the successful design/engineering firm in Task 4.

7. Question: Can the confirmation of agreement to insurance requirements be included as a statement in our introduction/cover letter that we agree to the requirements?

Answer: Yes. As alluded to in Section VI – General Information of the RFQ, we are presuming that by submitting its proposal each firm is certifying that it will comply with the requirements included in the RFQ and related addenda. To make it even clearer, we herein require that your intro/cover letter include the following statement:

“By submitting our proposal, we herein certify that our firm and all proposed subcontractors agree to comply with the performance criteria and contracting clauses included in the RFQ and related addenda.”

8. Question: What is included in the 25-page limit?

Answer: To be clear, none of the items included in an appendix to the base Statement of Qualifications submittal count toward the 25-page limit. The appendix may include:

- a. ATTACHMENT A - REFERENCES
- b. ATTACHMENT B - DESIGNATED CONTACTS LIST
- c. ATTACHMENT C - LOBBYING RESTRICTIONS CERTIFICATION
- d. ATTACHMENT D - DBE UTILIZATION FORM
- e. ATTACHMENT E - RECEIPT OF ADDENDA FORM
- f. Resumes of key design team members

This Page Left Intentionally Blank

ATTACHMENT C
LOBBYING RESTRICTIONS CERTIFICATION
RTA Bus Maintenance Facility Design/Engineering

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

_____ Signature of Offeror's Authorized Official

_____ Name of Offeror's Authorized Official

_____ Title of Offeror's Authorized Official

_____ Date

ATTACHMENT D
DBE UTILIZATION FORM

The undersigned Offeror has satisfied the requirements of the RTA Bus Maintenance Facility design and engineering solicitation in the following manner (please check the appropriate space and fill-out the percentage):

_____ The Bidder/Offer is committed to a minimum of _____% DBE utilization on this contract.

_____ The Bidder/Offeror (if unable to meet the DBE goal of %) is committed to a minimum of _____% DBE utilization on this contract and submits documentation demonstrating good faith efforts.

_____ Signature of Offeror's Authorized Official

_____ Name of Offeror's Authorized Official

_____ Title of Offeror's Authorized Official

_____ Date

ATTACHMENT E
RECEIPT OF ADDENDA FORM

The undersigned Offeror has read and understands the following addenda issued by the RTA as part of the design/engineering procurement for the Bus Maintenance Facility project:

<u>Addendum #</u>	<u>Date Issued</u>
<u>#1</u>	<u>May 23, 2018</u>
<u>#2</u>	<u>June 11, 2018</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

_____ Signature of Offeror's Authorized Official

_____ Name of Offeror's Authorized Official

_____ Title of Offeror's Authorized Official

_____ Date