

Question and Answer Addendum

NOTE: Questions and Answers have been updated for clarity and accuracy.

Answers included in this Addendum supersede those provided in the pre-proposal meeting or via email.

Q1. Are any cultural resources included?

No, they are not currently under the scope of this contract, and RTC anticipates that work will be limited to biological and environmental consulting services.

Q2. What types of permits have been issued for past RTC projects and which kind will be coming about in the near future?

We anticipate that the consultant will assist with requirements under a federal programmatic permit to mitigate impacts to sensitive habitats and federal aquatic features, pursuant to Sections 401 and 404 of the Clean Water Act through the U.S. Army Corps of Engineers, with Section 401 water quality certification administered by the Regional Water Quality Control Board, as well as Section 7 consultation with the U.S. Fish and Wildlife Service.

Examples of permits required on past projects include USACE Section 404, RWQCB 401 Water Quality Certification, and Coastal Development Permits.

Q3. Are we selecting just one firm?

The intention is to award to one consultant, however the RTC reserves the right to award multiple contracts if we feel that the work would best be accomplished by separate consultants specializing in a unique task.

Q4. Clarify cost proposal and work plan

The Cost Proposal/Work Plan has been updated to remove hours. Please see Q9 response.

Q5. With reference to attachment C, of the RFP how do we know how large each task is since no scope is provided?

The RTC has removed hours from the example work plan. Respondents shall include staff assigned to each task and describe in narrative their general approach per Pg. 9 of the RFP.

Q6. Which areas on rail line and what kind of work will be done in the next 1-5 years?

The RTC anticipates performing extensive maintenance activities in the 1 – 2 years. Some of the planned work activities are listed below for maintenance and capital project work.

Maintenance items, including:

- Ditch regrading
- Excavation around buried tracks
- Culvert replacements and rehabilitation
- Emergency railway repairs

Capital projects items, including:

- Construction biomonitoring for a new culvert installation
- Construction biomonitoring for in-water pier fender replacement

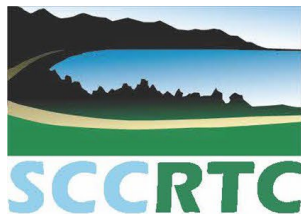
Q7. Example contract or annual amount in mind

We do not have a not-to-exceed amount set yet for this contract. As an example, we have budgeted between \$30k - \$40k annually for biomonitoring work (Task 1). We anticipate a higher amount given the amount of work that we anticipate completing in the next few years. Seasonal variations, especially storm events, are also a factor for consideration in changes to anticipated projects and activities.

Q8. Are escalation rates allowed?

Escalation rates are established during negotiations and should be included in the consultant's cost proposal. Salary increases are allowed after the first year of the agreement and will be established at a set percent for the duration of the agreement. Escalation rates must be reasonable and comply with State and Federal cost principles.

Q9. Could SCCRTC please further clarify the meaning of "person hours" as referenced in the RFP? Should respondents provide estimated total hours anticipated for the duration of the on-call contract, estimated hours per week, or would a percentage allocation/level of effort for each team member be acceptable?



The Attachment C has been revised to exclude hours. Respondents shall include staff assigned to each task and describe in narrative their general approach per Pg. 9 of the RFP.

Q10. Please clarify the requirement for "a minimum of three recent and relevant projects and client references." Can this requirement be met through the firm's project experience section, or should the projects and references be provided separately? Additionally, are three project references required for each proposed staff member, or only at the firm level?

The projects and references should be provided in the summary of firm qualifications. The three project references should be included for the Project Manager and each of the Key Personnel. There must be at least one reference for each project listed.

Q11. Is RTC seeking a general description of each proposer's approach to providing biological monitoring and environmental consulting services, or a detailed work plan with estimated level of effort for the activities identified in the Scope of Services? If a detailed work plan is desired, can RTC provide assumptions regarding anticipated tasks, monitoring durations, permitting activities, and reporting requirements?

The tasks the RTC will be contracting for will vary in the level of effort and complexity. Therefore, the RTC is seeking a general description of the proposer's approach rather than detailed work plans or detailed estimates of level of work for specific tasks. The proposal should still provide enough detail for the RTC to understand how the proposer would evaluate each type of assignment listed in the RFP. For example, the proposer should list how they would manage being assigned the task of biological surveys, including qualifications of staff and relevant past project experience of the firm and/or staff. For permitting and reporting, the consultant will be expected to work with RTC staff to identify the permitting requirements including: the scope of existing permits, what permits may be needed, producing a plan to comply with permits, review and preparation of the required reports for permits, and to correspond with the appropriate permitting agencies.

As noted in the scope of services, the RTC is seeking a federal programmatic permit and anticipates future mitigation and annual reporting needs for activities identified under the scope of that permit.

Q12. For the cost proposal, could RTC clarify whether proposers are expected to submit only billing rates/cost rates for future Task Orders, or whether a detailed cost estimate is required? If the latter, can RTC provide assumptions regarding anticipated workloads, monitoring durations, and deliverables, so that all proposers are pricing the same scope?

RTC is requesting that proposers submit billing rates/cost rates and daily rates or fixed fees as applicable per task or phase. These can be lump sum rates per task order, for example \$x/day for biomonitoring, or by hourly billing rates for staff assigned to each task order. Cost will be negotiated with the firm selected based on qualifications.

(NOTE that Attachment C has been updated to remove person hours, this is no longer a requirement for the work plan)

Q13. The solicitation requires a work plan as part of the proposal. Can you please clarify whether the work plan should respond to a specific project scenario, a hypothetical project, or whether it should describe the consultant's general approach to providing biological monitoring, environmental compliance, and construction support services under the on-call agreement?

The Attachment C has been revised to exclude hours. Respondents shall include staff assigned to each task and describe in narrative their general approach per Pg. 9 of the RFP.

Q14. If no specific project is intended, could you please provide guidance on the expected level of detail for the work plan and whether the sample work plan is intended primarily as a formatting/template example?

Consultant shall provide their approach in the work plan to address the tasks that RTC anticipates under this contract, which will vary. The sample work plan is intended as a template example for key information and consultants may use their own template and/or formatting.

Q15. Additionally, we were unable to attend the pre-bid meeting. If available, could you please let us know whether a recording, attendee list, presentation materials, meeting notes, or summary of questions and answers will be distributed?



SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

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There is no recording of the pre-proposal meeting, all questions were captured in the Q&A addendum. The firm attendee list is below:

BKF Engineers,
Terracon Consultants, Inc.
UltraSystems Environmental
Nomad Ecology LLC
EcoSystems West Consulting Group
Zentner Planning and Ecology

Q16. I am having trouble locating the Required Forms listed on Page 19 of the RFP. Where can I access these?

The RFP has been updated to fix the links.