

Central Reservoir Replacement Project – Pre-Proposal Q&A on 3/19/2024

- **Notes and Disclaimer:**
 - The information provided in response to the questions below represents the responses given on 3/19/2024 during the meeting the District held with the consultants who had expressed interest in submitting a proposal for design services for the Central Reservoir Replacement Project.
 - Some responses may be more comprehensive than what was discussed during the Pre-Proposal meeting and there may be some post-meeting updates included.

Summary of Consultant questions and District answers:

1. “Where exactly is the asbestos in the roof?”

Please refer to “Asbestos Project Summary” and “Asbestos Hazard Control Specifications” in Exhibit E – Reference Documents of the RFP.

2. “Have you had security issues here?”

An abandoned vehicle was towed away from the site recently. There have not been any major intrusions or security breaches in the past few years. The primary security issues have been at the E 32nd St and Adley Ave, where the fence had been cut. Graffiti on the north wall facing I-580 has been another issue. EBMUD’s painting crew goes out bi-weekly to repaint the wall.

3. “As contractors, how can we keep track of the design progress?”

We recommend checking in after the design contract award (which is currently anticipated to be in July 2024) by sending an e-mail to CentralReservoirReplacement@ebmud.com, ccing Roya.Yazdani@ebmud.com. The project will be added to the [Future Construction Bid Opportunities](#) webpage once the design process starts. As design nears completion, the Anticipated Advertise Date will be updated accordingly on a regular basis. Once the project is advertised, the project will be moved to the [Current Construction Bid Opportunities](#) webpage.

4. Contract Equity Program requirements as they apply to the evaluation of proposers for the Project.

- a. “Referring to RFP Section III.B, Evaluation Criteria, particularly Item H. in the Evaluation Criteria table: as it related to the Contract Equity Program, the evaluation of proposals would include preference points for SBE/DVBE. However, there is no mention whether the evaluation will also include any scoring related to compliance with the District’s contracting objectives which address the minimum level of expected contract participation for the three availability groups: white-men owned businesses, white-women owned businesses, and ethnic minority owned business. Question – is compliance with the District’s contracting objectives part of the proposer selection / evaluation?”

Yes, compliance with the District’s contracting objectives and good faith outreach efforts are part of the proposal selection/evaluation.

- b. “Under Required Documentation and Submittals, Item 13 – Contract Equity Program (Exhibit A, Page 8), emphasis is placed on submitting Form P-025, and we believe Form P-040 also gets submitted, but there is not any mention of performing the good faith outreach efforts that otherwise get documented in Form P-041. Is the District

expecting that the good faith outreach will be performed and documented as part of responding to this RFP?”

Form P-041 is based on the good faith outreach efforts in the CE Program Guidelines that typically apply to competitively bid projects based on low bid contract awards. These outreach efforts generally differ for professional services, so professional services consultant firms have the flexibility to determine the appropriate efforts that they feel meet the intent of the CE Program or go with the ones listed in the CE Program Guidelines. Outreach efforts should be documented and submitted as part of response to the RFP or upon request after proposals are received.

5. Required Documentation and Submittals / Proposal Format Questions.

- a. **“For the response to 4. Key Personnel, can the project team organizational chart be sized as 11” x 17” landscape?”**

Yes.

- b. **“For the response to Item 4 (e), ... “the person’s relevant experience, certifications, and/or merits (maximum 2 pages per person)....” we believe you are referring to submitting each persons’ 2-page resume which can be attached and don’t apply to the page count – is this correct? To clarify, is the information requested under 4 (e) meant to be put onto each staff’s 2-page resume rather than on a “list.”? If so, then we would suggest to put all of the information requested for (a) – (e) on the resume and consider deleting the “list” since the information to be put on the list is now on the resumes. The resumes would be placed at the back of the proposal document in an appendix.”**

The “list of personnel” is referring to what you would include in the organizational chart which has a 2-page limit itself. For all information listed under 4.a through 4.e, this can be considered as the key personnel resumes, for which each cannot exceed 2 pages per person. The 2-page limit for the organizational chart/list is independent of the 2-page limit per resume.

- c. **“We understand that the “key personnel” need to be included on a “list of personnel” but that, at our choosing, the org chart may also include non-key personnel for which resumes could also be submitted – is this correct?”**

Yes, however, the key personnel should be clearly identified.

- d. **“Please confirm that the District intends for us to submit both printed hard copies of the proposal documents and electronic files (PDF).”**

Refer to item No.5 on page 52 of the RFP: "Proposers must also submit an electronic copy of their RFP response, with their hardcopy RFP response Package."

- e. **"If printed hard copies are confirmed to be required, can we include tabs to divide sections?"**

Yes.

- f. **"When is the electronic submittal due (i.e. date and time)?"**

Electronic submittals should be received by April 22, 2024, by 4:00 p.m. PDT. For more details, refer to item 7 on page 30 of the RFP PDF: "Electronic submittal is required. The RFP response in pdf format and prior to the bid due date/time RFP submittals, in their entirety, shall be emailed to centralreservoirreplacement@ebmud.com, cc: roya.yazdani@ebmud.com. EBMUD's email has limitations on attachment size. Make sure your response is less than 25 megabytes. If the file exceeds the limit, you will need to send multiple emails. Proposers are solely responsible for ensuring timely delivery of the proposals. EBMUD shall not be responsible for any issues related to transfer of files through email. You may call at (510) 287-7064 to check receipt of the proposal.

- 6. **Exhibit A, RFP Response Package (PDF p. 54). We believe this is Exhibit A, but the footer reads as "Exhibit 1" for pages 1-5.**
 - a. **"Exhibit A, Proposer Information and Acceptance, "...Does proposer or any employee/representative/service provider have any relatives currently employed with EBMUD?..." Is the question meant to apply to any of our employees or subs' employees that are identified to work on the project, or to all employees or sub' employees companywide?"**

It applies to those identified to work on the project.

- 7. **"Task 3.15. On-site Soil Sampling and Testing of Hazardous Materials. This is part of Contract 1, and the deliverable is a technical memorandum with recommendations for soil sampling and testing that would be performed during the construction phase. Can we assume the design consultant's Contract 1 scope of work is to prepare the TM, and that the construction contractor will be the entity performing the soil sampling and testing during construction?"**

That is correct. The Contractor(s) will be responsible for carrying out actual hazardous material testing. We would anticipate the Consultant collects shallow-soil samples during any geotechnical investigation(s) and perform a suite of environmental sampling as often required for soil disposal activities. This can be discussed further during contract negotiations and/or during subsurface investigation work plan(s) submittal reviews.

8. **“Is there a specific manner in which the level of effort table should be formatted? Item 8 – Level of Effort on Page 7 of Exhibit A calls for a table with hours and rates for all staff for each task. However, Exhibit C (the Sample Agreement) shows 2 tables (i.e., Exhibit 2-1 and Exhibit 2-2) to be included, where Exhibit 2-1 is for the cost distribution and Exhibit 2-2 is for the labor distribution. Should we be providing just one table with the hours and rates per Exhibit A or the 2 tables that we are described in Exhibit C?”**

The Proposal Form on page 7 of Exhibit A is provided as an example table and is for reference only. The Proposer can develop their own level of effort table as long as it provides the information requested and adheres to the limit of (4) 11”x17” pages.

9. **“For subconsultants, do we list each subconsultant staff person working on the project in this table with their hours or just one column for each sub with the total firm hours per task?”**

Include a breakdown by staff title for the subconsultants.

10. **“Are approximate expenses being requested? For example, there will be a subcontractor who would perform geotechnical field exploration and that is usually treated as a total cost rather than broken down into labor hours. Also, since the final geotechnical field scope won’t be determined until after Task 3.2, it is acceptable to include only an estimated amount at the time, subject to later revision?”**

It is acceptable to include an estimated amount for the geotechnical field investigation at this time.

11. **“Section 4 – Key Personnel, is limited to 2 pages, comprised of an organizational chart and a list of all key personnel, with 2-page resumes provided for all key personnel thereafter. Do you want resumes for all staff listed on our org chart or only those we designate as “key”?”**

Only those you designate as key.

12. **“We understand that 11x17 pages are acceptable and are counted as one-page, is that correct?”**

11x17 pages count as one page, unless otherwise specified.

13. **“Task 3.2 will determine the phasing for design and construction which will impact the consultant design fee and schedule. For example, Task 9 – Bid and Award Support services would increase if we had two separate packages to bid as opposed to one. Would you like us to provide a proposed design fee and schedule for the alternative that we would recommend, or both?”**

Provide proposed design fee for both alternatives 1 and 2 and any additional alternative(s) you recommend.

- 14. “Will SBE/DVBE points be awarded for subconsultant participation? If so, are they prorated by the percent given to the sub? For example, if an SBE/DVBE sub is given 10% of the work, would that team get $(10\%)*(10 \text{ points}) = 1 \text{ point}$?”**

Yes, 0.5 point will be awarded for SBE/DVBE subcontractors’ participation of at least 25%.

- 15. “Please confirm that the RDS Access Driveway design is to be completed by others. Has the design already been completed?”**

Refer to Table B: Key Project Elements and Activities of the RFP: “RDS Access Driveway – A new access driveway that would be leased to RDS and located along the north end of the existing reservoir property. The driveway would connect RDS to Ardley Avenue. The driveway would be approximately 500 feet long and 0 feet wide and is shown on Figure 7. If this design option is approved by the City of Oakland, RDS would be responsible for implementing a design that address all traffic control, security, safety, regulatory, and permitting requirements. Also, the Project Mitigation Monitoring and Reporting Program (MMRP) requires RDP to conduct an operational and safety analysis for the new driveway where it meets Ardley Avenue.”