

February 22, 2018

**RFQ No. 2
California WaterFix Executive Director**

ADDENDUM NO. 2

This Addendum is meant to address Questions and Answers to the Executive Director Request for Qualifications (RFQ) No. 2, as originally posted on January 26, 2018.

Please note that the date to submit SOQs has been changed. The SOQs must be received by 2:00 pm on Friday, March 9, 2018.

The following questions have been received from prospective Consultants. The questions are immediately followed by the responses.

Q1. Page 4, Section 1.8 Brief Description of Services “For the period in which the Consultant is providing Executive Director services as described in this RFQ, and for one year thereafter, the Consultant, including their affiliates, subsidiaries, and/or affiliated construction contractors, and Key Personnel, including firms that may subsequently employ, retain, or otherwise affiliate with Key Personnel, will be precluded from proposing on other services for the CWF or bidding on construction projects for the CWF.” Our interpretation of the above paragraph is that the paragraph applies to a SUBCONTRACTOR only if the SUBCONTRACTOR employs, retains or otherwise affiliates with any of the three (3) key positions listed and described on page 5 of the RFQ No.2 during the contract duration. Is this interpretation Correct?

A1. Yes.

Q2. Does the scope with this RFQ include all of the project controls or only the Program Project Controls?

A1. First paragraph of Section 2.2.2 is revised as follows:

“The ED Contractor shall provide program-level planning, development, implementation, and oversight of the program’s project controls activities. Representative activities include: developing guidelines and standards for program-wide project controls as well implementing processes to monitor key metrics for the program as they relate to budget, schedule, quality, contracting and overall program risk. The ED Contractor will be responsible for translating and disseminating these metrics down to the project-level work to be conducted by others. These efforts shall be commensurate with the size and complexity of the WaterFix program. The ED Contractor will collect and consolidate data from approximately 100 individual projects within the program and ensure that project teams submit the data in a timely manner and according to program standards. This effort will be implemented through a project controls team with a team leadership position. The Program Controls team will track and monitor ongoing program and project activities. The team will be staffed appropriately to meet the evolving needs of the

program's services activities. Specific responsibilities of the team include but are not limited to:..."

Q3. Project Controls: for the Project Management Information Systems - Will the ED firm provide the hosting services and manage necessary licensing?

A3. Yes.

Q4. Project Controls - Primavera Project Planner (P3) has been superseded by Primavera Enterprise Project Management (P6) - Will "P6" be used? Will the ED provide hosting/licensing?

A4. Revise last sentence of Section 1.9.1, paragraph 2, as follows: "The Project Controls Manager shall demonstrate experience with large-scale project management utilizing Primavera Enterprise Project management (P6) and construction management software."

Q5. How will the JPA be formed and when is it expected to be able to evaluate proposals? (Timeline)

A5. The Authority is expected to be formed in April and begin its evaluation of SOQs soon thereafter.

Q6. What will the delay in proposal selection mean to the overall project schedule?

A6. At this time, the consultant selection is not on the critical path for implementation of the Project.

Q7. Is a PE required for the Executive Director?

A7. See revised Section 1.9.1 paragraph 1 from Addendum 1. PE is not required for the Executive Director position.

Q8. How do subconsultants (SBE/DVBE) figure into the "ED Firm" calculations? ie. 5%

A8. Only Primes who qualify as a SBE/DVBE will be awarded the 5% incentive.

Q9. Can the electronic format of the SOQ be submitted on a flash drive in lieu of a CD or DVD?

A9. Section 1.1.1 is revised to read: Five (5) hardcopies and one (1) text readable pdf copy on CD, DVD or flash drive of the SOQ must be submitted (mailed or hand delivered to the following addresses:

Q10. Page 15, Section 2.5 Respondent Contact Information - Please confirm this is intended to be included in the cover letter per Section 4.1.A first bullet that should read Respondent Contact Information.

A10. Yes.

Q11. Page 17, Section 3.4.1 Fee Schedule - Please confirm that the Attachment H reference should be changed to Attachment G for the fee schedule.

A11. Section 3.3 is modified as follows:

“7. The Respondent, at their discretion, should identify additional Significant Positions that may be required to accomplish the scope, goals, and objectives outlined for this contract. Sufficient information to properly evaluate the relevant qualifications and experience of such individuals shall be provided.”

Q12. Page 18, Section 4.1.4 Notes that resumes and licenses will be excluded from the page count, can these be added under an additional tab titled “Attachments?”

A12. Yes. Section 4.1, paragraph 5, is modified as follows:

“N. Attachments

Respondent shall include all resumes and licenses in a separate attachment under this tab. Contents of this tab will be excluded from page count.”

Q13. Page 18, Section 4.1.J Fee Schedules When responding to the Fee Schedule requirement, shall Respondents submit in the same format Attachment G: Fee Schedule for non-key personnel. Shall Respondents still assume 2080 hours for non-key personnel even if they are not contemplated to be full time?

A13. For non-key personnel, Respondent may submit a schedule in the format of their choice. Rate schedules are needed for all personnel that may be utilized in the response to the RFQ. Please also see revised “Attachment G: Fee Schedule” below. The revised Attachment G now includes Significant Personnel in addition to Key Personnel.

Q14. Page 18, Section 4.1.5 - The list for tabs omits section M for the Participation Form. Please confirm the additional tab M. Respondent’s Participation Form should be added.

A14. Yes. Section 4.1.5, paragraph 5, is revised to add Tab M "Participation Form."

Additional Revisions:

1. In Attachment I, the column titled “Percent of Services (RFP Only)” may be left blank.
2. Attachment G: Fee Schedule has been revised as shown below.

Attachment G: FEE SCHEDULE

RFQ No. _____

RFQ Title: Executive Director

Prime Consultant Name: _____

Respondent shall provide fee schedules for all classifications of personnel that will be working on the project in a separate attachment. In addition, the Respondent shall provide the information requested in the table below for the Key Personnel and significant positions listed in the proposal.

Key Personnel & Significant Position Title	Name of Key Personnel & Significant Position	Key Personnel and Significant Position Classification	Unburdened Hourly Rate	Indirect Cost %	Profit %	Total Burdened Rate*	Requested Sample Total # of Hours	Total Cost for Requested Sample**
1. Executive Director			\$	\$		\$	2,080	\$
2. Program Controls Manager			\$	\$		\$	2,080	\$
3. Contracts Manager			\$	\$		\$	2,080	\$
4. Significant Position 1								
5. Significant Position 2***								
							Grand Total	\$

*The fully burdened rate should be calculated as follows: $\text{Unburdened Hourly Rate} + (\text{Unburdened Hourly Rate} \times \text{Indirect Cost \%}) = \text{Subtotal}$. $\text{Subtotal} + (\text{Subtotal} \times \text{Profit\%}) = \text{Fully Burdened Rate}$.

**Total Cost for Requested Sample = Total Burdened Rate x Requested Sample Total # of Hours

***Add Additional Significant Positions if Required

Note: Grand Total = Sum of Total Cost for Requested Sample for each Key Personnel listed