



November 29, 2018

2:00 p.m.

RFP No. R19-0002



**Pre-Proposal Meeting
for
Toll Revenue Forecasting Services**

Agenda

1. Introduction
2. Alameda CTC Overview
3. Governance and Staffing
4. Scope of Work
5. RFP Schedule
6. Proposal Requirements
7. Evaluation/Criteria
8. Award
9. Questions Submittal
10. Proposer Networking Session
11. Questions and Answers

Alameda CTC Overview

1986

- Voters approved **Measure B**, creating the Alameda County Transportation Authority (**ACTA**)

1991

- Alameda County Congestion Management Agency (**ACCMA**) was created by a JPA between Alameda County and all its cities

2000

- Voters approved a **new Measure B**, creating Alameda County Transportation Improvement Authority (**ACTIA**)

2010

- The Alameda County Transportation Commission (**Alameda CTC**) was created as the result of a merger between ACCMA and ACTIA

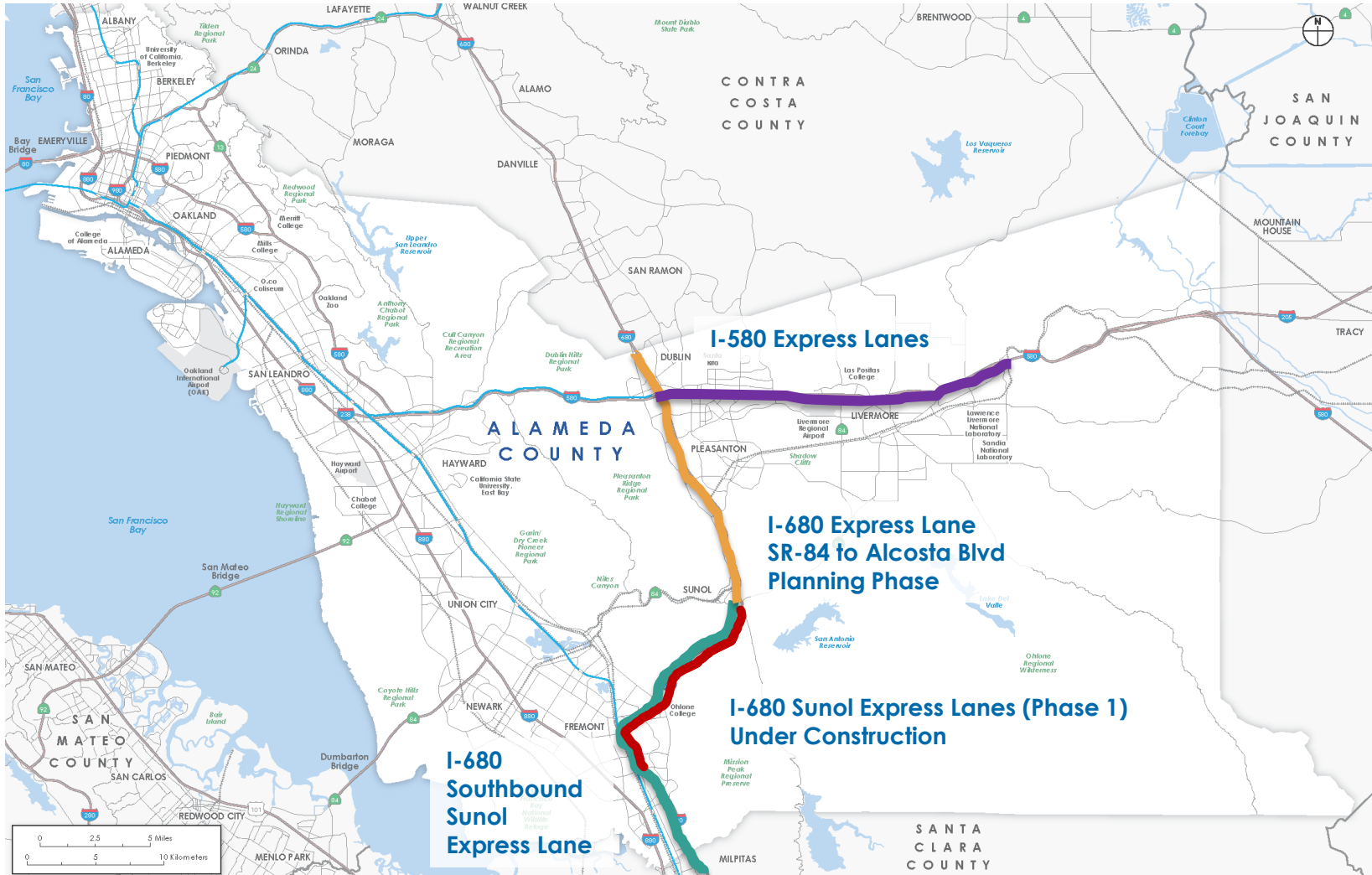
2014

- Voters approved **Measure BB**, which funds the **Transportation Expenditure Plan** unanimously approved by Alameda CTC

Governance and Staffing

- Agency is governed by a 22-member Commission
 - *All five Alameda County Supervisors*
 - *Two Oakland City Council representatives*
 - *One representative from each of the other 13 city councils*
 - *BART and AC Transit Board representatives*

Express Lanes Program Overview



Scope of Work by Task

The Alameda CTC intends to retain a professional services consultant or consultant team to provide Toll Revenue Forecasting Services.

BASE TASKS:

TASK 1: PROJECT MANAGEMENT

TASK 2: TRAFFIC & REVENUE ANALYSIS FOR I-580

TASK 3: TRAFFIC & REVENUE ANALYSIS FOR I-680

ON-CALL SERVICES:

TRAFFIC & REVENUE ANALYSIS FOR FUTURE EXPRESS LANE CORRIDORS

RFP Schedule (In Pacific Time; see RFP Table 1)

ACTIVITY	DATE/TIME
RFP issued.	November 16, 2018
Optional Pre-Proposal Meeting held at Alameda CTC offices.	November 29, 2018 2:00 p.m.
Deadline for proposers to submit questions. All questions must be directed by email to the Sole Point of Contact.	December 3, 2018 3:00 p.m.
Final Addendum issued, if necessary.	December 12, 2018 3:00 p.m.
Due Date for Proposal and References Forms. References Forms must be submitted by references directly to the Sole Point of Contact by email.	December 20, 2018 3:00 p.m.
Anticipated Proposal Review.	January 18, 2019
Interviews, if necessary.	February 5, 2019
Anticipated Final Evaluation and Determination of Top-Ranked Firm.	February 8, 2019
Anticipated Contract Commencement.	June 3, 2019

LATE SUBMITTALS WILL NOT BE ACCEPTED. SUBMISSIONS TRANSMITTED BY FACSIMILE OR EMAIL WILL NOT BE ACCEPTED.

Proposal Requirements

Proposers must provide completed Forms and Certifications (see RFP Table 3) for prime consultant and all subconsultants. **If the proposing firm is unable to do so, it should not submit a proposal to Alameda CTC.**

Please collate by form type rather than by firm; e.g., an appendix for Levine Act Statement forms from all firms in alphabetical order by firm name, followed by an appendix for Public Contract Code forms, etc.

Proposal Requirements

FORMS AND CERTIFICATIONS	SEPARATELY SEALED ENVELOPE	REQUIRED FOR PRIME CONSULTANT	REQUIRED FOR SUB-CONSULTANT
Appendix C – Exceptions to the Alameda CTC Sample Professional Services Contract Form	–	Optional	–
Appendix C – Levine Act Statement	–	✓	✓
Appendix C – Public Contract Code	–	✓	✓
Appendix C – Non-Lobbying Certification	–	✓	✓
Appendix C – References Form	–	✓	If Applicable
Appendix C – Cost Proposal Form B in its entirety: <ul style="list-style-type: none"> • Breakdown of Costs • Expense Detail (Direct Expenses) • Summary • Prime Consultant and Subconsultant Contact Information The LBCE worksheet is not required.	✓	✓	– Note: Subconsultant costs should be included in Prime Consultant's Cost Proposal Form B.
Appendix C – Caltrans LAPM Exhibit 10-K (Annual Certification of Indirect Costs and Financial Management System)	✓	✓	✓
Appendix D – Cost Proposal Requirements Certification	–	✓	–
Appendix E – Insurance Requirement Form	–	✓	✓
Appendix F – Resources Form	–	✓	–
Key Staff Availability	–	✓	–
Firm Participation Summary	–	✓	–
Task Resource Summary	–	✓	–
Alameda CTC Contracts Summary	–	✓	–
Potential Conflicts of Interest	–	✓	–

Proposal Requirements

References Forms

- For each key staff member, provide a minimum of three (3) references related to previous projects similar to this project, or elements of this project, on which the key staff member worked within the past five (5) years using the References Form. No more than one (1) of the minimum three (3) required references shall be from Alameda CTC.
 - Part A contains Reference's contact details and Reference's project details on which the Proposer worked; this is for Alameda CTC's information and for the Reference to verify.
 - Part B contains the Reference's responses regarding the Proposer.

Form Part	Proposer Action	Reference Action
A	Complete and Submit to Alameda CTC and Reference	Review
B	Submit to Reference	Complete and Submit to Alameda CTC

Proposal Requirements (continued)

- **Technical Proposal (without cost elements): 4** printed technical proposals, electronic files in Word and PDF formats.
- **Cost Proposal (sealed separately and labeled “Cost Proposal Attachment”): 1** printed cost proposal, electronic files in **both** Excel and PDF formats.

Proposals must be submitted in a sealed envelope or container and delivered to the Sole Point of Contact.

Proposers submitting proposals by mail should allow sufficient delivery time, including routing time, to ensure timely receipt by the Alameda CTC.

Local Business Contract Equity Program

This contract will be funded with toll revenue funds.

Although the Alameda CTC Local Business Contract Equity Program requirements are not applicable, participation in LBE and SLBE are strongly encouraged.

Further detail regarding this Program can be found on the Alameda CTC website at:

www.alamedactc.org/app_pages/view/4543

Certification Team Contact Information

Phone: (510) 208-7460

Email: certification@alamedactc.org

Evaluation/Criteria

Proposal Criteria (100 Points)

- Understanding the Required Scope of Work (25 points)
- Expertise (25 points)
- Management Plan (25 points)
- Staffing Plan and Availability (25 points)

Interview Criteria (100 Points)

- Understanding the Required Scope of Work (20 points)
- Expertise (20 points)
- Management Plan (20 points)
- Staffing Plan and Availability (20 points)
- Effectiveness of Interview (20 points)

Award (RFP Section II.3.F)

If interviews are conducted, selection of the top-ranked firm will be based on the final scoring from the Proposer Interview Criteria in **Section II.3.E** and will not include the initial scoring of the technical proposals.

Sole Point of Contact

All communications should be directed to the Sole Point of Contact below. Do not contact other agency staff, project team members, or panel members throughout this procurement process.

E.W. Cheng

echeng@alamedactc.org

Questions Submittal

Proposer Networking Session

Questions and Answers

Thank You