

**Bidder Questions and Answers Matrix**  
**RFP No. 23-R02**  
**SOSCOL GATEWAY TRANSIT CENTER**  
**FIRST AND SECOND FLOOR MODIFICATIONS**

No.	SEC & PG NO.	QUESTION/COMMENT	RESPONSE
1.		Do we need to include DBE firms?	<i>No. The DBE goal established for this contract is 0%, however NVTA has an annual overall established goal of 2.6%. NVTA encourages firms to utilize DBE firms in their proposal.</i>
2.		In the RFP, it states to not include loose-leaf or binder clipped RFP. Is wire binding sufficient to use?	<i>Wire or spiral binding is acceptable.</i>
3.		Under Proposer background and experience, we are to only list 3 project references, is that correct? Does the reference have to be from a public agency, or can it be from another company such as a carpenter's union or private entity?	<i>Please provide a maximum of 3 project references. References should be from public agency acting in an owner capacity.</i>
4.		Under Qualification of Proposer, it states: this section should include a brief description of the proposer' qualifications and previous experience on similar or related engagements. So for the previous experience in this section, are you looking for only a narrative, project lists or more relevant experience?	<i>Please provide specific examples of project work that demonstrates proposer qualifications to work on this project. This information can be presented an a format of the proposers choosing.</i>
5.		Under Examples of Public Sector Representation, it states: This part of the proposal shall contain a description of matters where the Proposer performed work for a public entity, preferably in California. What are you looking for here? How is	<i>It is expected the information provided in response to 'Examples of Public Sector Representation' and 'Proposer Background and Experience' will overlap. In response to both sections, please provide examples of relevant work your firm has previously performed for public agencies, preferably in California.</i>

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		this different from the previous section where we talk about our similar experience?	
6.		For the Cost Proposal, do you want this to be submitted under a separate cover? Typically, cost proposals are submitted separately.	<i>Yes, please submit cost proposal under a separate cover.</i>
7.		Do you have the cost proposal summary sheet in excel or can we recreate this in excel?	<i>Please attach your cost proposal after the completed "Cost Proposal – Cover Summary Sheet" provided by NVTA</i>
8.		For the local agency proposer DBE form, what does it mean when it says Local Agency Proposer DBE? Can this be any DBE certified with CALTRANS? If we do not know the percentage of work for DBE, can we put TBD (to be determined)? If we do not know the total contract amount, what do you want us to put in there?	<i>DBE firms must be certified by Caltrans or another California certifying transportation agency. Please leave this field blank. The selected firm will finalize this form prior to contract execution</i>
9.		For the DBE Information – Good Faith Efforts, it asks for the Federal-aid project no. and the Bid Opening Date. Do you have that information available? Is this form to be submitted with our proposal? Do we actually have to advertise in a publication or is it sufficient to just contact the DBE firm directly?	<i>See Question No. 1 above.</i>
10.		Our firm is interested in proposing on this project and would like to inquire what the anticipated budget is, or the budget range?	<i>Total project budget to deliver all phases (design, construction, construction support) is approximately \$850,000.</i>
11.		Is the architecture firm that designed the building precluded from proposing on this RFP?	<i>No.</i>
12.		For the three projects, do they all have to be complete, or can they be under construction?	<i>Completed reference projects are preferred however, projects currently under construction are acceptable.</i>

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13.		The RFP says to include a fax number of the agency. Can that be eliminated?	<i>Please mark "n/a" if the agency does not have a fax number where applicable.</i>
14.		In the RFP, it states that Cost Proposal Sheet (ATTACHMENT B Required Forms shall be the cover sheet for the cost proposal sheets. Is it acceptable to just submit a cost proposal sheet on its own?	<i>Yes, however, a detailed breakdown of tasks and hours is encouraged to facilitate fee negotiation if necessary.</i>
15.		On the DBE Information, Good Faith Effort form it asks for: Federal-aid Project No. and Bid Opening Date. What are those?	<i>Federal-aid Project No. is not applicable, please leave this field blank. For bid opening date, please use the proposal due date for this RFP.</i>
16.		On the form: Local Agency Proposer DBE Information, it asks for the total contract amount? What do we put there?	<i>Please leave this field blank. The selected firm will finalize this form prior to contract execution.</i>
17.		On the Non-Collusion Affidavit Form, where it says give names, of all persons, firms and corporations interested in this bid. Is that just for the Prime to put in their Company name or do you want the name of all of our subconsultants names and names of companies too?	<i>Please only include the prime firm name.</i>
18.		For the Cost Proposal Summary Sheet, is this required in addition to our cost spreadsheet?	<i>The cost proposal summary sheet is provided as an example for cost breakout and, while proposers are encouraged to follow this format for consistency, it is not required.</i>
19.		For the Local Agency Proposer DBE Information Form, if we do not know the percentage and amount of total claimed participation of DBE, can we put to be determined?	<i>Yes, this form will be finalized prior to final execution of the contract with the selected consultant.</i>

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20.		For the DBE Good Faith Effort form, do we have to advertise in a publication, or can we just contact the DBE firms directly?	<i>You may contact the firms directly.</i>
21.		Under 4. Background and Experience, where it states that it should be a minimum of one page description of the proposer's background and 3 relevant references. Does this mean one page for the description and the 3 projects, or does this mean one page for the description and additional pages for the 3 references?	<i>At a minimum, please provide one (1) page that includes the requested information however, additional pages are acceptable.</i>
22.		Under Staffing and Project Organization, it states to list any present activities and job commitments. Is this just for the Prime or do subconsultants have to list this too?	<i>This information is requested for all proposed project staff, including subconsultants.</i>
23.		Is the Title Page, Proposal Cover, Table of Contents and dividers counted towards the 30-page count?	<i>No.</i>
24.		Under 7. Staffing and Project Organization, do you want to show the resumes here or in an Appendix?	<i>Either option is acceptable and resumes will not be counted toward the total page count.</i>
25.		Which agency is permitting this project?	<i>City of Napa.</i>
26.		Is NVTA responsible for paying all permitting fees directly?	<i>Yes.</i>
27.		Will NVTA to be the one putting this project out to bid for contractors, NVTA to be the one dictating schedule, vacating offices, etc.?	<i>Yes, although suggested phasing/approach to implementation is encouraged.</i>
28.		The insurance requirements look to require the limits of Commercial General Liability of \$2,000,000 each occurrence and \$4,000,000 general	<i>The amounts shown in the "Sample" insurance certificate in Attachment B are not to be considered. Please refer to the insurance requirements as listed in</i>

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		aggregate. Would a \$1,000,000 policy of general liability each occurrence and \$1,000,000 general aggregate suffice? For a project of this scope and size, that is usually the standard.	<p><i>the RFP under Section XII – Indemnification and Insurance Requirements in Attachment C.</i></p> <ul style="list-style-type: none"> <li>• <i>Commercial General Liability \$1,000,000 per occurrence</i></li> <li>• <i>Professional Liability/Errors and Omissions \$1,000,000 per claim</i></li> <li>• <i>Comprehensive Automobile Liability Insurance \$1,000,000 per occurrence</i></li> </ul>
29.		The insurance requirements look to require the limits of Automobile Liability of \$2,000,000 each occurrence. Would a \$1,000,000 policy of automobile liability each occurrence suffice? For a project of this scope and scale, that is usually the standard	See Question No. 28 above.
30.		Page 28 of the RFP has a site visit affidavit. Unfortunately, we were not able to attend the site recommended meeting. That being the case, we are unable to fill out this form. Does that disqualify us from providing a proposal?	Attendance of the pre-proposal meeting was not mandatory but HIGHLY encouraged to submit a proposal. Please contact the Project Manager, Grant Bailey, at <a href="mailto:gbailey@nvta.ca.gov">gbailey@nvta.ca.gov</a> to schedule a site visit.
31.		This RFP does not have an established DBE goal. We are, as prime however, DBE certified. Since there is no goal for this RFP, does pg. 37, Final Report requirements apply	No.
32.		For the regular meetings, what is the expectation for frequency? Our thinking is that CVTA staff and architects would be in person with the remaining design professionals being available on an on-call basis, and available virtually - is this correct?	Frequency will be at least monthly, with the possibility of bi-weekly or ad-hoc meetings as necessary. Fully virtual meetings are also acceptable as well with the exception of the engagement/kickoff meeting.
33.		Is the engagement meeting assumed to be in person?	Yes.
34.		Are ground floor improvements (2 offices, meeting room, wellness room, restroom with toilet, shower, and changing area; break room expansion) limited	Ground floor improvements are limited to room 114 and 113. Other spaces are to remain.

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		to room 114 Storage and 113 Kitchen/Break room expansion? The other existing spaces are to remain?	
35.		Clarify: "First Floor Design two (2) offices, a meeting space, wellness room, restroom with toilet, shower, and changing area and expand the <b>bus driver break staff break room.</b> " Is it desired for a <b>bus driver staff break room</b> expansion?	<i>Expansion of the bud driver staff breakroom is desired if feasible.</i>
36.		Will this project be put out for public bidding? Is bid support part of this RFP?	<i>Yes, this project will be released for public bid upon completion of construction documents. Bid support should be included under the construction support task.</i>
37.		Is there a completion date for construction? Duration of construction?	<i>There is no construction completion date and minimal construction duration is desirable.</i>
38.		Task 3 mentions inclusion of (2) small conference rooms. Is there a size that NVTa has in mind or at least the desired number of occupants?	<i>Intended occupancy for these rooms is one person. Room should be dimensioned to allow for access to the printer in its current location against the exterior wall.</i>
39.		The RFP mentions installing acoustic panels. The design team can source and specify a product for NVTa and connect them with a representative for purchase and installation but if this contract is only for design, then the design team is not qualified/licensed to hire subcontractors to install products, nor would the design team install it themselves. Is it acceptable for the design team to just give Recommendations regarding products to purchase?	<i>Yes, this approach is acceptable but should be sufficiently detailed as such in your proposal.</i>
40.		Section VIII - Safety and Security. This seems unnecessary for design consultants. Please confirm?	<i>This section relates only to construction activities. If a proposal does not include these activities, this section is not applicable.</i>

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41.		What is the final expectation or goal for Task 2, Task 3, and Task 5?	<i>Tasks 2 and 3 request design and installation services for the scope outlined however, if a proposer does not have resources to provide installation services in-house, the proposal should sufficiently detail in their work approach how services should be delivered. Task 5 deliverable is a set of construction documents.</i>
42.		Are there NVTA acoustic design standards? If so, please provide.	<i>NVTA does not have acoustic design standard.</i>
43.		Will acoustical services beyond those noted in Tasks 2 and 3 be required? For instance, sound isolation and room acoustics recommendations for first floor modifications (Task 4) or conversion of open offices to enclosed offices (Task 5)?	<i>No.</i>
44.		Task 6 asks for a seismic analysis. Please confirm that it is related to the new work only and not a seismic upgrade of the overall structure?	<i>Confirmed. Seismic analysis is only necessary as required for new work.</i>
45.		Does NVTA have a preference for proposers to provide book or sheet specs as part of the construction documents?	<i>Either is acceptable as long as the final documents provide enough information for a contractor to reasonably bid the project.</i>
46.		Does NVTA have any relationships with a furniture vendor or furniture system vendor?	<i>No.</i>
47.		Can NVTA provide or recommend furniture vendor information who supplied furniture currently installed in the offices?	<i>Current office furniture was supplied by SAM CLAR Office Furniture, 2500 Bisso Lane, Suite 200, Concord, CA 94520</i>
48.		Can the complete set of the as-builts be made available?	<i>Yes. Please visit NVTA's website to view Addendum No. 1 to obtain the complete set of as-built information.</i>
49.		Does NVTA expect to maintain the same amount of furniture in the space modification and/or configuration and still be compliant with ADA space requirements?	<i>If possible, yes, however NVTA is open to suggestions on how to accommodate the requested scope of work if it means reducing the amount of furniture or reconfiguring the space.</i>

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50.		Are the addressed sound issues more of the buses or more internal?	<i>Internal within the office work areas.</i>