

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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February 4, 2022

Procurement:

Request for Qualifications for
Transportation Planning and Program Support Bench

QUESTIONS AND ANSWERS

Question 1: Within a service category, are consultants required to propose a complete team to cover all disciplines in that service category?

Answer 1: Consultants are not required to propose a team that covers all disciplines in a particular service category. However, it is desirable for the team to assemble members that have as much experience and relevant project knowledge as possible in that category.

Question 2: Will links to work samples within the proposal be accepted, or does the consultant need to include the entire work sample within the body of the proposal?

Answer 2: Links to work samples are acceptable.

Question 3: Is it a requirement to have a DBE partner on the consultant team?

Answer 3: No, consultant firms are not required to have a DBE partner at the time of proposal submittal. Once the consultant is accepted to the bench and offered a project, the prime consultant will be given the opportunity to engage sub-consultants in order to achieve the requested DBE goal.

Question 4: Please confirm that the DBE goal will be applied across the entire CCAG program and not to each individual task order.

Answer 4: Yes, the 18% DBE goal will be applied across the entire C/CAG program, and not at each individual task order. C/CAG reserves the right to issue a mini-Request for Qualifications or mini-Request for Proposal (mini-RFQ or mini-RFP) prior to contract or task order award. At that time, a specific DBE goal will be assigned with understanding of the specific project tasks and budgets.

Question 5: On Column D of the Appendix B-1 – Qualifications and References Form, it states, “Mandatory: (Yes/No): Submitted a Statement of Experience and Interest Form (Appendix B-1) that demonstrates background, skills, experience or education suitable to provide services in this Service Category.” Is the Statement of Experience and Interest Form meant to be a separate form? If so, can C/CAG provide it?

Answer 5: Please disregard any previous references to the Statement of Experience and Interest form in Appendix B-1. An updated Appendix B-1, Qualifications and Reference Form is now posted on the website.

Question 6: 1. The RFQ shows a DBE goal of 18% (see pages 2 & 38), and the Sample Agreement includes a DBE goal of 25% (see page 24). Can you clarify the correct DBE goal?

Answer 6: The DBE goal for this RFQ is at 18%.

Question 7: If a consultant is already prequalified for the MTC/ABAG regional planning bench, would the consultant need to apply to be on the C/CAG bench?

Answer 7: Yes, the consultant needs to apply to participate on the C/CAG bench.

Question 8: Does a consultant have to participate in all four categories?

Answer 8: No, a consultant is not required to participate in all four categories. The consultant should submit a Statement of Qualifications for the category/(ies) that are most appropriate for them.

Question 9: Can a software vendor participate on the Transportation Planning and Program Support Bench?

Answer 9: Yes, a software vendor can submit a Statement of Qualifications and participate on the bench.