

ADDENDUM 1

10. Submittal of Proposals

Please provide ten (10) copies of your proposal to the SCTA offices no later than 5:00 p.m. on October 25, 2005. The submittals should be addressed as follows:

Guy Preston, Deputy Director, Projects and Programming
Sonoma County Transportation Authority
520 Mendocino Avenue, Suite 240
Santa Rosa, CA 95401

11. Fees

Please provide, in a separate sealed envelope the following information:

- Direct labor rates for proposed staff including any sub consultants
- Information regarding your firm and any sub consultant's Federal Acquisition Regulations (FAR) multiplier.

NOTE: Portions of the work covered by the Proposal are considered public works under state law, subject to prevailing wage requirements. Proposer should include prevailing wages as labor rates for such tasks.

SECTION 06 – SELECTION OF CONSULTANT

The proposal will be evaluated and scored using the following criteria:

1. Qualifications and specific experience of key project team members
2. Project understanding and approach, including an understanding of the SCTA, Caltrans, and other agency review and approval processes
3. Experience with similar types of projects and team approaches
4. Approach to controlling project schedule, budget and scope
5. Approach to Quality Assurance Planning
6. Specific plan for providing adequate resources to meet project timeline and to respond to personnel retention/turnover issues
7. Satisfaction of previous clients

Two or more of the firms/teams may be invited to an interview to be held on November ~~16 or 17~~ 30 or December 1, 2005. The Project Manager and key team members should attend the interview.

The interview panel will rank the firms based on the aforementioned criteria. SCTA staff will then initiate contract negotiations with the top ranked firm/team for the first available contract. If contract negotiations are not successful, the next highest ranked firm/team may be asked to negotiate a contract. The SCTA must formally approve the negotiated contract and work will be initiated with a Notice to Proceed (NTP).

ADDENDUM 1

After the first contract is awarded, the process will be repeated for the second available contract; however, the firm/team who received the first contract will not be considered for the second contract.

The SCTA will retain the original list of qualified firms/teams, including the firms/teams awarded the first two contracts, for consideration of subsequent work of a similar nature. For each subsequent PS&E consultant opportunity, the SCTA may select a consultant from the list or invite one or more of the firms/teams to submit proposals and to possibly attend an interview for a specific project. Should a firm/team be requested to attend an interview, the key members from their newly proposed project team should be available.

SECTION 07 – SELECTION PROCESS DATES

Tuesday, October 4, 2005	Notification to firms/teams on the SCTA's consultant list to submit proposals for the model project.
Tuesday, October 11, 2005	Pre-Proposal Meeting: 9:30 am at the Sonoma County PRMD Hearing Room, 2550 Ventura Avenue, Santa Rosa, CA 95403.
Tuesday, October 25, 2005	Proposals are due no later than 5:00 pm at the office of the Sonoma County Transportation Authority, 520 Mendocino Avenue, Suite 240, Santa Rosa, CA 95401
<u>Thursday, November 10, 2005</u>	<u>Firms/Teams notified of short list and interview schedule</u>
Wednesday, December 7 <u>November 30</u> , 2005	Interviews for the model project.
Thursday, December 8 <u>December 1</u> , 2005	Interviews for the model project, if needed.
Monday, December 12, 2005	The Sonoma County Transportation Authority (SCTA) Board reviews staff recommendation for the list of qualified Consultant firm/team to provide final design services for the model project and subsequent work of a similar nature. SCTA authorizes staff to begin negotiations.
Tuesday, December 13, 2005	Contract negotiations begin with selected firm/team.
Monday, January 9, 2005 <u>2006</u>	Contract approval by SCTA.

ADDENDUM 1

The evaluation/interview panel may include representatives from SCTA, Caltrans, and other agencies. Members of the panel will not be revealed prior to interviews. Questions regarding this RFP shall be reserved for the Pre-Proposal Meeting on October 11, 2005. Proposers are encouraged to email questions in advance to gpreston@sctainfo.org. There shall be no other RFP specific communication between the SCTA staff and interested consulting firms/teams, other than the scheduling of interviews and actual interviews, between October 4, 2005 and the posting of the staff recommended list/ranking of qualified consulting firms. The staff recommended list/ranking of qualified consulting firms will be posted on the SCTA webpage (www.sctainfo.org) between ~~November 18~~—
December 2 - December 12, 2005.