

RFP HSR08-12
Questions & Answers

1. Q. We understand that the Authority issued RFP Number HSR06-0010 for Project Management Oversight services in 2007. The scope services outlined in that RFP are similar to the scope of services included in RFP Number HSR08-12, issued on April 18, 2009. Did the original RFP result in a contract award? If so, which firm was selected? Is that firm eligible to submit a proposal in response to RFP HSR08-12? Lastly, what is the primary business driver for the re-procuring these services at this time?
 - A. The Authority awarded the contract to Carter Burgess, however that firm is no longer providing these services. Carter Burgess can respond to this RFP. The services of a PMO are key to the success of the high-speed train project therefore the Authority is re-advertising for this work.

2. Q. The scope of services includes assuming a performance evaluation role of the Project Management Consultant (PMC). We understand that Parsons Brinckerhoff (PB) was engaged as the Authority's Project Manager in 2006. Is PB still serving in this role? If not, what firm has the Authority contracted with for PMC services?
 - A. Parsons Brinckerhoff is still serving the role of Program Manager of the high-speed train project.

3. Q. Has the Authority adopted a standard project management tool and/or methodology for the overall effort that the selected PMO vendor will need to use?
 - A. No, the selected PMO vendor can use their preferred project management tool as long as it meets the needs of this very complex project.

4. Q. Although Section VIII of the RFP describes certain contract provisions that "may be applicable", the RFP does not specify the complete terms and conditions and/or contract vehicle to be used. Are bidders supposed to propose their own contract terms? If not, can you please specify what terms and conditions will be used?
 - A. No, the Authority will be using the standard terms and conditions used for all state contracts which include some of the terms outlined in the RFP.

5. Q. With reference to California High Speed Rail Authority Request for Proposal for Program Management Oversight will the successful Program Management Oversight Consultant be precluded from further competing and providing services for future work in design, construction management, and construction for the duration of this contract from June 15, 2009 to June 30, 2013?
 - A. The selected Program Management Oversight consultant is not precluded from bidding on future work in design, construction management, and construction however they will need to resign from the Program Management Oversight contract prior to bidding on other high-speed train contracts.

6. Q. Who are the engineering firms doing the current studies? What are their sections? Will these companies be precluded from answering to this RFP?
- A. Attached is a list of all the consultants currently under contract with the Authority and their respective sections. These companies (prime and subs) are precluded from bidding on the Program Management Oversight proposal unless they resign from their current contract prior of bidding on this work.
7. Q. With regard to your RFP for oversight services, are there any restrictions on existing CHSRA contractor or contractor teams (and more specifically, the teams awarded the 30% design and environmental work for the eight system segments) on bidding for this PMO contract? Would the same apply for subcontractors?
- A. See response to Question 5.
8. Q. Attachment A, Scope of Services, reads more for a Project Manager than the Project Management Oversight team. Can you clarify if this is the correct Scope of Services to respond too?
- A. Attachment A is the Scope of Services for the Program Management Consultant and was included to aid in the development of the PMO proposal. The Scope of Work for the PMO is on pages 4 – 6 of the RFP.
9. Q. Are any firms, primes and/or subconsultants, currently under contract with the Authority still allowed to pursue this PMO work?
- A. See response to Question 6.
10. Q. Can you provide a list of interested firms or those that have sent you questions.
- A. You can access the information regarding the interested parties viewing or downloading the RFP by going to the Dept. of General Services website <http://www.bidsync.com>
11. Q. The RFP States: “Small business bidders shall be granted a preference consisting of five percent of the price component of the highest scored proposal submitted by another bidder who is not certified as a small business.” Will you require any of the awarded contracts who are not a SBE to include a portion of their proposal to include a qualified SBE?
- A. No.
12. Q. Will you be awarding to more than one firm?
- A. No.
13. Q. Will the Authority allow for firms to joint venture?
- A. Yes

14. Q. Will the Authority allow firms to use sub-consultants as part of their proposed team?

A. Yes

15. Q. The revised RFP says that interviews will be held on May 28, 2009 in one location and on May 29, 2009 in another. Which date is correct?

A. The RFP has been revised and the current date is May 28, 2009.

16. Q. For some specialized consultants their typical payment structure involves payment of an upfront retainer. Would the Authority consider such a payment structure in a very limited number of subconsultants?

A. Only on an as needed basis.

17. Q. If a firm is a subconsultant on one of the segment teams would it be acceptable to have that firm on the PMO team if we can assure that they are “firewalled” away from any oversight or work related to the segment that they are currently on?

A. See response to Question 6.

18. Q. The revised RFP says that resumes should include a summary chronology of employment history. Would limiting that history to the last 10 years be acceptable or would the Authority like complete histories on each resume?

A. The last 10 years is acceptable.

19. Q. Would award of this contract for PMO services preclude the awardee from bidding on future work RFPs at the Authority while the PMO contract is in effect?

A. See response to Question 5.

20. Q. What firms are precluded/conflicted from this PMO work? Is the PMO incumbent precluded?

A. See response to Question 6. The Authority currently does not have a PMO under contract.

21. Q. Will the five percent preference for small business be applied to teams where primes (who are not small business) have a certified small business as a subconsultant on the team ?

A. A non-small business, may receive a preference of five percent if the business commits to subcontract at least 25% of its net bid price with one or more small businesses or microbusinesses.

22. Q. Can you provide a list of the current consultants and subconsultants working on behalf of the Authority?

A. See response to Question 6.

23. General Question: Has the Authority selected a Program Management Consultant (PMC) for this contract?

A. See response to Question 2.

24. Q. Section IV: Will the PMO team be required to report to the Authority's offices or can the PMO consultant's work remotely?

A. Due to the complexity of the high-speed train project ideally there should be an PMO presence in the Authority's office.

25. Q. Section IV.A: *Implementation Plans* - Are implementation plans to be provided during the engagement or is it to be addressed in the proposal?

A. The implementation plans need to be addressed in the proposal.

26. Q. Section V.A – E: *Deliverables* - Does "CONTRACTOR/TEAM" specifically mean the PMO consulting team?

A. Yes these are a list of deliverables for the PMO.

27. Q. Section VI.A: *Content* - Is there a minimum or maximum length of text/qualification's materials for the "Project Understanding", "Organization and Management Plan", "Work Program Narrative with the Work Breakdown Structure (WBS)", "Deliverables", "Staffing Plan", "Resumes of all Proposed Personnel", "References", "Subcontracts", "Conflict of Interest", and "Nondiscrimination" sections?

A. No, it is up to the discretion of the proposer.

28. Q. Section VI.A: *Staffing Plan* – Explain what is meant by "first work program".

A. First work program would be the first year of engagement.

29. Q. Section VI.A: *Conflict of Interest* – Please further explain the authorities intentions regarding, "listing current clients who may have a financial interest in the outcome of the contract." Are you referring to specifically to the PMO contract?

A. The list of current clients refers to those clients that could benefit from your firm being selected as PMO. Yes.

30. Q. Section VI.B: *Cost Proposal* – Will it be acceptable to include a schedule with estimated costs for tasks anticipated over the life of the project in addition to summary information requested on attachment B?

A. Yes.

31. Q. Section VI.B: *Cost Proposal* – Does the projected number of hours in the cost proposal represent a “best guess” or “not-to-exceed” ceiling of number of hours that Consultant must abide by throughout the life of the project? Further, can costs associated with each task budgets overrun proposed amount as long as the total budget is not exceeded?

A. The projected number of hours should be a “not-to-exceed” estimate which will need to abide by throughout the contract. At this time we will not entertain task overruns.

32. Q. Section VI.B: *Cost Proposal* – Cost proposal Format (Attachment B) does not include an annual escalation for the hourly billing rate. Is the proposed hourly rate going to be constant throughout the length of the project?

A. In the preparation of your cost proposal you may want to consider using a hourly billing rate range that could account for future escalation.

33. Q. Section VII: *Contractor/Team Selection* – Does this refer to the PMO team?

A. Yes.

34. Q. Section VIII.A.2: *Recycling Certification* – Explain this section as it relates to the PMO proposal.

A. This is a state contracting requirement for further information please review the cited government codes.

35. Q. Section VIII.A.6: Is it the State’s intention to withhold 10% for the life of the contract or will the state periodically evaluate the PMO’s performance and release retainage?

A. Retention will be released at the conclusion of discrete tasks.

36. Q. Section VIII.A.6: Explain, “The Contractor/Team will be reimbursed as promptly as fiscal procedures will permit.....”.

A. The state has a prompt payment act however during the current fiscal year the state’s fiscal situation has caused delays in processing payments.

37. Q. Section VIII.A.21: *Taxes* - Specifically which taxes on wages on employee wages are exempt?

A. As stated in the RFP the state is exempt for federal excise taxes and no payment shall be made for any personal property taxes or any taxes levied on employee wages.

38. Q. Is there anyway of finding the primes that are going after this project?

A. See response to question 10.

39. Q. Is the most recent RFP on the Authority’s website?

A. Yes.

40. Q. The RFP Section VIII., "Contract Provisions," introduces its provisions with the statement, "Provisions that *may* be applicable upon execution of this contract:" Will Paragraphs 10 and 11, of that Section, "MBE/WBE Participation" and "DVBE Participation" be applicable as stated in the RFP?

A. As stated they may be applicable upon execution of the contract.

41. Q. Will there be a Master Services Agreement in place between the Contractor/Team and Authority with specific work orders established on an annual basis?

A. No.

42. Q. What is the estimated start date for the Contractor/Team to start development of work plan and planned deliverables?

A. As stated on page 1 of the RFP the contract start date is anticipated to be June 15, 2009.

43. Q. Has the PMC (Program Management Consultant) team been hired yet? If so, what is the status of their work and/or is there information available to understand the current status of the PMC's work?

A. The PMC has been working of the high-speed train project since December 2006. A copy of their Scope of Work was provided to assist in the preparation of proposals.

44. Q. Can proposers see a list of all of the consultants engaged by the Authority to date over which the PMO Contractor/Team would be expected to perform oversight and conduct performance evaluations and review of their work? This list would likely include all of the consultants included on the PMC team.

A. Attached is a list of all the consultants the Authority currently has under contract. The PMO's responsibility is to oversee the work of the PMC. It is the PMO's responsibility to consider and review all the work conducted by the PMC.

45. Q. Are there any project related budget and schedule documents that could be viewed prior to proposal submission to get a better understanding of the overall cost and schedule for the project?

A. Our website contains a wealth of information on the status of our project including the overall cost and schedule.

46. Q. Can we request a two to four week extension of the proposal deadline of May 18, 2009?

A. You can request a two to four week extension however the Authority will not be extending the proposal deadline.

47. Q. Is it possible to obtain a list of interested firms who have requested the RFP? Our firm is interested in the RFP, but we would be a subconsultant to a prime engineering firm. It would be helpful in our teaming efforts to know what firms have expressed interest in this solicitation.

A. See response to question 10.

48. Q. If we were on the successful team as a subconsultant, would that preclude us from participating on any final design or design/build contracts for the CHSR?

A. See response to question 5.

49. Q. Is it possible to obtain a list of consultant firms that are conflicted out of pursuing this solicitation because they are already working for the Authority?

A. See response to question 6.

50. Q. Two dates were noted for the orals in the RFP. Can you confirm whether it's 5/28 or 5/29.

A. See response to question 15.

51. Q. Please clarify the frequency of the performance assessment and the determination of contract requirements being satisfactorily fulfilled relating to the 10% retention. Related, can you clarify if alternative methods to incentivize performance would be considered, such as an irrevocable letter or credit?

A. See response to question 35.

52. Q. Would it be possible to obtain recent PMO deliverables from the existing contractor?

A. The Authority currently does not have a PMO under contract.

53. Q. Can you please describe the universal format for resumes?

A. The Universal Format is commonly used layout for resumes.

54. Q. The RFP references a "first work program". Can you clarify how long the first program lasts, is it the first year or the first three months.

A. See response to question 28.

55. Q. Regarding references requested on page 7 of the RFP, it is requested that the proposer "provide names, address and telephone numbers of your last three (3) State contracts". Does this mean California contracts or any State contracts?

A. Yes, State of California contracts.

56. Q. Will CHSRA provide office space for the PMO Consultant team members or should bidders assume providing their own office space for on-site PMO staff in Sacramento?

A. See response to question 24.

57. Q. Regarding withholding 10% of each progress payment, will the withholding be cumulative for the entire duration of the contract or on a year by year basis. Could this requirement be amended to require withholding of 10% for a shorter period for example for the first six months to be held until the end of the contract. Ten percent (10%) over the duration of the contract seems punitive.

A. See response to question 35.

58. Q. Are sub consultants to the prime contractors providing consulting services on each of the eight corridors precluded from proposing on this PMO contract?

A. See response to question 6.

59. Q. Can you provide a list of the prime contractors and sub contractors on each corridor?

A. See response to question 6.

60. Q. Can you provide an organization chart for the PM contractor or list of the PM's personnel and titles?

A. The Authority will not be providing this information.

61. Q. Page 11. "Progress payments will be made monthly in arrears based on services provided and actual costs incurred. The State will withhold 10% of each progress payment. The retention amount will be paid to the Contractor/Team after the State has evaluated the Contractor/Team's performance and made a determination that all contract requirements have been satisfactorily fulfilled." Is it HSRA's intention to make the evaluation at the end of each month, at the end of the 4-year contract period, or on some other frequency?

A. See response to question 35.

62. Q. Has the Project Management Consultant (PMC) role been filled? If so, what company was awarded the work?

A. See response to question 2.

63. Q. The RFP indicates that the PMO is expected to make frequent site visits. Can you please provide information regarding the desired or expected frequency of such visits in the first year of the contract that would allow us to estimate the associated direct costs for our proposal?

A. The frequency of the site visits are at the discretion of the PMO.

64. Q. It is not clear what constitutes the contract. Do the terms of the RFP carry over? Do the statements made in our Proposal? In particular, we noted that the "standard" contractual aspects of Indemnification, Limitation of Liability, and Insurance are not addressed in the RFP or otherwise referenced. Are we expected to propose our own Terms and Conditions?

A. Article VIII lists some of the provisions of the contract, these provisions are in addition to the standard General Terms and Conditions (GTC 307) located at <http://www.ols.dgs.ca.gov/Standard%20Language/default.htm>

65. Q. In Attachment E, the following statement is made: “Cost Proposal and Budget Justification – (20 points for Technical/20 points for +carryover for Oral)”. Does this mean that the cost is evaluated as part of the Technical proposal, even though the cost scoring appears only in the Oral interview evaluation (Attachment D) and is not included in the Technical evaluation (Attachment

A. See revised RFP.

66. Q. Are there any CA DVBE forms required to be completed and included in the proposal?

A. Yes, pages 33-37.

67. Q. Other than the cover letter and the Executive Summary, are there any page limitations for other sections, resumes and project descriptions?

A. No.

68. Q. In Section IV Scope of Work (page 4 of 28), reference is made to a copy of the PMC Scope of Services described in the PM RFQ and attached as Attachment A. However, Attachment A is noted as the SOQ Initial Evaluation Criteria. Will the PMC Scope of Service be made available?

A. See revised RFP.

69. Q. In item #5 of Attachment C, reference is made to the individual having a similar role as proposed for the CAHSTP. What maximum amount of the total #5 score (I.e. out of 10 points) if any, will be attributed to key staff having roles as proposed for the CAHSTP? Will firms that have proposed for the CAHSTP have an advantage in their evaluation?

A. No.

70. Q. Given The California High Speed Rail Authority has had a PMO Consultant working on the program for approximately 2 years, and that the scope of work for this RFP is similar to the scope of work in the previous PMO Services RFP in 2007, what tasks have been completed and deliverables received by Authority from the former PMO Consultant, that directly relate to the tasks of Project/Program Monitoring, Technical Reviews, and Programmatic Reviews? Additionally, what, if any, will the new PMO Consultant’s role be in terms of possible review, recommendations, acceptance/adoption, and updating of that previous effort of the former PMO Consultant?

A. See response to question 1.

71. Q. Will any specific documented oversight processes developed by the Authority or the former PMO consultant on behalf of the Authority, be required to be followed? If so, will these be made available for proposers?

A. No.

72. Q. Is there an updated schedule for the program available that is to be used for reference in the development of the PMO services proposal?

A. See response to question 45.

73. Q. On page 7 of the RFP there is reference to "...the first work program...". Would you please explain the scope of work of the first program?

A. See response to question 28.