



METROPOLITAN
TRANSPORTATION
COMMISSION

Bay Area Metro Center
375 Beale Street, Suite 800
San Francisco, CA 94105
415.778.6700
www.mtc.ca.gov

October 9, 2020

**Mini Procurement: Request For Proposal (RFP)
for
IDEA Shared Automated Vehicles (SAV) Program Technical Advisory Services**

Questions and Answers Document No. 1

Scott Haggerty, Chair
Alameda County

Alfredo Pedrosa, Vice Chair
Napa County and Cities

Eddie Abn
San Francisco Bay Conservation
and Development Commission

Jeanie Bruins
Cities of Santa Clara County

Damon Connolly
Marin County and Cities

Dave Cortese
Santa Clara County

Carol Dutra-Vernaci
Cities of Alameda County

Dorene M. Giacopini
U.S. Department of Transportation

Federal D. Glover
Contra Costa County

Nick Josefowitz
San Francisco Mayor's Appointee

Sam Liccardo
San Jose Mayor's Appointee

Jake Mackenzie
Sonoma County and Cities

Gina Papan
Cities of San Mateo County

David Rabbitt
Association of Bay Area Governments

Hillary Ronen
City and County of San Francisco

Libby Schaaf
Oakland Mayor's Appointee

Warren Stoenm
San Mateo County

James P. Spering
Solano County and Cities

James Stracner
U.S. Department of Housing
and Urban Development

Tony Tavares
California State
Transportation Agency

Amy R. Worth
Cities of Contra Costa County

Theresa W. McMillan
Executive Director

Alix Bockelman
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

Brad Paul
Deputy Executive Director,
Local Government Services

Q1: The IDEA SAV Program Timeline – Tentative and marked as “PROPOSED” as presented at the Pre-Bid meeting and included as slide #7 in the file MTC SAV Pre-Bid 100120 confirms that the post-Awards System Engineering Phase of the IDEA SAV Program is not included in the scope for the subject Project. However, it was clearly stated at the Pre-Bid meeting that MTC would lead this phase of the overall Program. Please clarify how any advisory and/or supporting services for this and following post-Awards phases will be contracted by MTC.

A1: At this stage, MTC plans to do separate procurements for services for both the systems engineering and evaluation phases.

Q2: Will MTC structure the IDEA SAV Program to provide technical assistance (i.e., Systems Engineering) to the project grantees or will it be direct funding to the grantees?

A2: At this stage, MTC intends to provide the systems engineering to the grantees.

Q3: If MTC will be providing technical assistance, will there be a separate procurement for those services, or will the technical assistance be performed by the Technical Advisor under this procurement?

A3: There would be a separate MTC procurement in this scenario.

Q4: If there is a separate procurement for technical assistance, will the firm that has been selected as the Technical Advisor be precluded from proposing?

A4: Please refer to Section X. Organizational Conflict of Interest, we provide Conflict of Interest language in all our procurements. Any firm proposing on any future procurement would need to address any potential conflict on that procurement at that time.

Q4: If there is a separate procurement for technical assistance, will the firm that has been selected as the Technical Advisor be precluded from proposing?

A4: Please refer to Section X. Organizational Conflict of Interest, we provide Conflict of Interest language in all our procurements. Any firm proposing on any future procurement would need to address any potential conflict on that procurement at that time.

Q5: If there is a separate procurement for technical assistance, does MTC envision selecting one firm to perform the work for all selected projects or select multiple firms?

A5: This has not been decided and will depend on the nature of the projects selected.

Q6: Will a firm that is a subconsultant on the Technical Advisor procurement be precluded from pursuing the follow-on Systems Engineering work as a prime or sub?

A6: Please see 4 above.

Q7: Kindly confirm work samples and RFP forms are also excluded from page count.

A7: Yes, work samples are excluded from the page count.

Q8: For Task 4, could MTC clarify/expand on expected requests from proposers for variance from IDEA SAV guidelines or federal policy?

A8: The Task 4 language refers to agency applicants seeking IDEA SAV funding and technical assistance. Based on prior experience in IDEA applicant agencies may want an exception from federal procurement or systems engineering rules. There are also, a number of, other rules and regulation associated with the use of Surface Transportation Program (STP) grants through Caltrans Local Assistance (the funding source for IDEA SAV) for which a variance may or may not be possible. Furthermore, the agencies may want an exception to IDEA SAV program match rules or other project guidelines that MTC sets in the Call for Projects (such as MTC providing the systems engineering services).

Q9: Since there is a 0% DBE goal for this contract, are the DBE forms (Attachment D-1, D-2, D3) still required?

A9: Yes, the required applicable DBE forms are required as it is a federally funded project and there is a stated goal.

Q10: Are the Work Samples included in the 15-page overall limit?

A10: Please see 7 above.

Q11: Would it be acceptable to include Sections 1 and 2 (Authorized Signatory and Point of Contact) in our cover letter or cover page?

A11: Yes, that would be fine.

Q12: Are the following forms included in the 15-page overall limit?

- California Levine Act Statement
- Disadvantaged Business Enterprise (DBE) Forms
- System for Award Management (SAM) Registration

A12: Please see 7 above.

Q13: Should we provide our Cost Proposal as a separate Excel file or in PDF format? Please provide the Cost Proposal as an Excel file.

A13: Please provide the Cost Proposal as an Excel file.

Q14: Should subcontractors complete any forms?

A14: Only if a form states that the Subcontractor needs to also submit.

Q15: Can MTC provide documentation from the two current SAV pilots regarding the evaluation process?

A15: MTC has no relevant documentation to share at this time, due to the stages of those projects, although the agency anticipates having such documentation in the future.

Q16: Would MTC consider extending the deadline for responses?

A16: MTC will extend the due date by one week to Tuesday, October 27, 2020 at 4:00 p.m. An addendum will be posted next week to document the extension.