



Oakland Housing  
Authority

**RFP #16-019**

**NEPA and CEQA Consultant**

**Addendum #1**

Date issued and released: January 17, 2017

**Responses to Questions**

**Scope of Work:**

**Question 1:** Regarding the technical studies mentioned on page 8 of the RFP, is toxicology referring to general hazards assessments (Phase I or II site assessments) or specific issues such as asbestos?

**Answer:** No. If a Phase I or Phase II is required, the Authority will procure that separately. Any technical studies that are determined by the Consultant as required in order to secure NEPA and/or CEQA approvals will become part of the Consultant's contract with the Authority.

**Proposal Submission:**

**Question 2:** Are we required to secure subconsultants at this time and outline their qualifications or only list general firms that we have used in the past for similar projects?

**Answer:** No, subconsultants are not required for this RFP.

**Question 3:** Must subconsultants submit the same forms as the prime consultant?

**Answer:** No. Subconsultants are not required to submit any forms.

**Question 4:** On page 9 of the RFP under 4.1, Proposed Format, it states that submissions must clearly address the requirements in the RFP including the maximum page limit for each category. However, page limits for each category (A – G) are not provided. Can you please provide us with the page limits?

**Answer:** Page limits are not applicable for this RFP. However, we appreciate responses that are concise.

**Question 5:** Can resumes requested in Section D – Staffing Plan and Staff Experience be submitted outside the page limitation?

**Answer:** Staff resumes can be provided without consideration to page limits as page limits are not applicable for this RFP.

**Question 6:** Page 8 of the RFP lists the tasks that may or may not be applicable to the four listed projects; however under the evaluation criteria on page 14, #2, a maximum of 25 points is given to the comprehensiveness of the scope of work and proposed schedule. Can you please explain how the proposer should respond with a detailed scope when the actual applicable tasks will be determined without more detailed information on the projects?

**Answer:** A specific Scope of Services requested for each project in this RFP is not included because the Authority is relying upon the selected Consultant(s) to make a professional recommendation of what is required based on each project's circumstances. Depending on whether the Respondent is submitting its qualifications for NEPA and/or CEQA work, the Respondent may outline a presumed scope of services and a timeline for completion for the applicable projects listed in Section 3.1, "Description of Properties", for consideration under Section 4.1.C, "Proposal Format, Scope of Services".

**Question 7:** To develop a schedule for each project, what should the proposer assume as the duration for Authority review of administrative draft documents?

**Answer:** Two weeks.

**Question 8:** Our firm has several interesting relevant projects that are not yet complete, although they are nearing completion and/or significant work has been completed. Could these be included as long as they are not put forward as one of the required five documents completed in the last three (3) years?

**Answer:** Yes, but please include in your response the current status of these projects.

**Question 9:** Are there editable forms/exhibits available for download from the Housing Authority website?

**Answer:** Yes, please check the website under the solicitation.

<b>Proposed Fees:</b>
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**Question 10:** Page 9 of the RFP, #4 assigns 20 points to the hourly billing rates. Can you explain how the proposer's hourly billing rates will be evaluated? Is there an index or some other standard that will be used for comparative purposes?

**Answer:** A Respondent's hourly billing rates will be evaluated against those submitted by other Respondents.

**Licenses/Business Representation:**

**Question 11:** Would a City of Oakland business license be required at the time of proposal or by the time work commences?

**Answer:** The Contractor must comply with all federal, state and local laws. Please check the applicable business license requirement.

**Question 12:** Is our firm required to be certified by the City as a Local Business Enterprise?

**Answer:** No.

**Section 3:**

**Question 13:** If no new hiring or subcontracting opportunities are anticipated, are any Section 3 requirements triggered?

**Answer:** The Section 3 requirement is triggered when there is a need for ***new*** economic opportunities, such as individual employment, contracting, or subcontracting. The regulation requires that contractors and subcontractors provide, ***to the greatest extent feasible***, economic opportunities (training, employment, and contracting) to low and very-low income residents Section 3 businesses.

Contractors and subcontractors are required to make every effort to the greatest extent feasible to meet the Oakland Housing Authority's numerical hiring goals of having Section 3 qualified employees make up **30% of their total new-hires**. **Firms must seek to maintain this percentage throughout the life of the project**. If these goals are not met, the contractors are expected to show documentation demonstrating their efforts to hire Section 3 candidates by exhausting all available hiring sources. While a contractor receives credit for hiring low-income residents of Oakland, **first priority should be given to residents of the Oakland Housing Authority**. This includes residents in both the public housing and Section 8 programs.



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Proposer hereby acknowledges this addendum:

Name of Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Acknowledgement of this Addendum must be included with your proposal.**