



RFP #22-035 Environmental Consultants

Addendum #2

Responses to Questions Received:

The following questions were submitted by the deadline and are answered in this addendum.

Question #1: In Section 2, Minimum Requirements, it states “the respondent must have completed three (3) directly comparable contracts in the most recent seven (7) years as indicated in Exhibit B, Experience Table”. The Experience Table asks for projects from the previous 10 years. Can you clarify if comparable contracts and projects in the Experience Table should be previous 7 years or 10 years?

Answer #1: Please include comparable contracts and projects completed in the past 10 years in the Exhibit B. The Minimum Requirements Section is being corrected.

Question #2: The Table of Contents and the Documents chart of Proposal Submittal Requirements reference Section D Examples of Previous Work as part of the submittal. However, in Section 4.1 Response Format, there isn't any reference to Section D Examples of Previous Work and is not shown under the response format on pages 8 and 9. Do you want examples of previous work? Is that information intended to be submitted solely in Experience Table, Attachment B?

Answer #2: Examples of previous work are not required in the proposal submittal requirements. It has been corrected in the Table of Contents in this Addendum.

Question #3: Is Section 3 guidance required for this since it is a consulting contract?

Answer #3: For RFP 22-035, Section 3 is not required for professional services, but the Authority is interested in knowing if any proposer employees qualify for Section 3 so we would ask you to please include the form. .

Question #4: Is a Good Faith Effort a requirement for this pursuit, even if we have the internal staff to do the work? Is this something that can be done on a task by task basis?

Answer #4: For RFP 22-035, Section 3 is not required for professional services, but the Authority is interested in knowing if any proposer employees qualify for Section 3.

Question #5: Section 4.1.E states “work products provided in Section 4.1.D, Examples of Previous Work”; however, Section 4.1.D on page 9 is titled “Staffing” and does not request any work products. Could you please provide clarification of what is expected here? (Attachments A, B, C, D, G, H)?

Answer #5: Please provide references of clients who are familiar with your firm’s capabilities and previous work. Examples of previous work are not required in your proposal and the change has been made to the RFP in this Addendum.

Question #6: What level of information do we need to include from our sub consultants? (Rates, qualifications, etc.)

Answer #6: If you anticipate using a sub consultant to provide a significant component of the Scope of Services for a Specialization that you are submitting a proposal for, please provide context for the sub consultant in the information requested in Sections 4.1(A) through 4.1(F) and submit forms from section 4.2 (C) and (D).

Question #7: Section 11.5 of the contract requires \$2M for Cyber liability Insurance, whereas the RFP (Attachment I, #4, page 52 of the packet) lists that \$1M is required. Which amount will be required?

Answer #7: \$2M for Cyber Insurance is required. We will update the amount in the sample contract in this addendum.

Question #8: The Section 3 Business Certification and Action Plan is listed as Attachment H on Page 2 of the RFP; however, it is listed as Attachment G elsewhere in the document. Can you please confirm which is correct?

Answer #8: It will be corrected in an Addendum. It is attachment G.

Question #9: Similarly, the Sample Addendum Acknowledgement Form is listed as Attachment I on Page 2 of the RFP; however, it is listed as Attachment H elsewhere in the document. Can you please confirm which is correct?

Answer #9: It will be corrected in an Addendum. It is attachment H.

Question #10: On Page 6 of the RFP, the required technical studies listed under the NEPA and CEQA Consultant specialization include noise, traffic, air quality, hydrology, cultural and historic resources, and toxicology. Does the Housing Authority anticipate needing biological technical studies? If so, could you please list the types of biological studies that would typically be required?

Answer #10: The Housing Authority does not have the technical expertise to determine whether any biological technical studies will be needed at this time. We will utilize the expertise of our NEPA and CEQA consultant to determine the necessary scope of studies for NEPA and CEQA compliance on a project-by-project basis. However, we anticipate that all of our projects will be urban infill developments.

Question #11: Could you please clarify what type of analysis is required for the hydrology and toxicology technical reports listed on Page 6 of the RFP? Would the hydrology reports be primarily related to storm water? Would the toxicology reports be primarily related to soil toxicology?

Answer #11: We will utilize the expertise of our NEPA and CEQA or Phase II ESA consultant to advise the Authority on the necessary types of analysis required on a project-by-project basis. Some affordable housing development projects in Oakland have been on sites with hydrocarbon contamination in groundwater, and we may require hydrology reports related to these issues.

Question #12: Are exceptions, edits, or modifications to the Housing Authority's standard contract and insurance requirements allowed for sub consultants?

Answer #12: The Housing Authority will contract directly with the firm submitting a proposal. The standard contract and insurance requirements include some provisions apply to subcontractors. If you anticipate that that any exceptions, edits or modifications to the Housing Authority's standard contract and insurance requirements will be needed, you should submit the requested amendments in accordance with Section 6.4.A of the RFP.

Question #13: Section G: Proposed Rates - Per page 10 of the RFP, "Provide hourly rates for all staff or sub-consultants proposed to participate in the work on Attachment A, Proposed Cost Form, including administrative fees and any additional chargeable expenses." Since the proposed rates will be identified in Attachment A, should we include Attachment A in this section?

Answer #13: Section 4.1 of the RFP requests that the proposal should be prepared to include the information and exhibits in the same order as presented in Sections 4.1 and 4.2. Accordingly, Attachment A, Proposed Cost Form, should be included in this section of the proposal, after the references and before Attachment B, Experience Table.

Question #14: Should forms that include specific Specialization information be included under the sections in their referenced Response Format sections or should forms be added to the end of each Specialization section?

Answer #14: Per the RFP: "If the Respondent is proposing to provide services in more than one Specialization, as indicated in Section 3, please submit qualifications requested in Items B – F as a separate collated assemblage for each Specialization. For example, if submitting qualifications for two Specializations please provide items B – F for the first Specialization and then provide items B – F for the second Specialization."

The Proposed Cost Form (Attachment A) and Experience Table (Attachment B) should be collated with each Specialization. It does not appear that separate versions of the other required forms would be needed for each Specialization.

Question #15: Our research for Attachment B results in more than 2,000 projects. Would you like us to narrow down the list to just full CEQA/NEPA documents in the Bay Area?

Answer #15: You may narrow down the list of projects described in Attachment B to the projects that provide the most relevant and representative experience to demonstrate your ability to provide the required Scope of Services to OHA.

Question #16: What was the duration of the previous on-call contract(s) and who were the selected consultants?

Answer #16: OHA has not recently had contracts with on-call environmental consultants. We have contracted with consultants to do specific scopes of work for specific development projects.

Question #17: Please provide a summary task orders issued under the previous on-call contract(s).

Answer #17: OHA has not recently had contracts with on-call environmental consultants. We have contracted with consultants to do specific scopes of work for specific development projects.

Question #18: What is the maximum total sum of the contract?

Answer #18: OHA had not determined a maximum total sum of the contract(s).

Question #19: Section 4.1(F) requests hourly rates for all staff and sub-consultants proposed to participate in the work. Cost estimating for sub-contractors for Phase II Investigations is heavily dependent on the scope of work. Please specify how the Authority would like sub-contractor rates presented? One option to assist in a side-by-side comparison would be to request sub consultant rates for a hypothetical scope-of-work.

Answer #19: Please provide hourly rates for subcontractors that you expect to be needed to conduct Phase II investigations on urban infill development sites in Oakland. The most common types of contamination that OHA has had to assess on previous projects has been soil vapors, groundwater contamination, and lead- and petroleum-impacted soils.

Question #20: As an environmental planning firm, we typically sub-contract for the preparation of technical studies (e.g., cultural resources studies, noise, traffic, etc.). Other than including resumes and hourly rates for our subs, would you like us to provide qualifications for each sub-consultant firm or would a list of the firms we typically use for these services be sufficient?

Answer #20: If you anticipate using a sub consultant to provide a significant component of the Scope of Services for a Specialization that you are submitting a proposal for, provide context for the sub consultant in the information requested in Sections 4.1(A) through 4.1(F) and submit forms from section 4.2 (C) and (D).

If the sub consultant's role will be limited to preparing technical studies within a larger environmental assessment or analysis, a list of sub-consultants that you typically use would be sufficient.

Question #21: Regarding preparation of technical reports (pg. 6 of the RFP), does toxicology refer to hazard assessments, such as Phase I or Phase II ESAs, or issues such as asbestos?

Answer #21: Toxicology requires any analysis of environmental contamination and toxicology that would be required to obtain clearance for the project under NEPA and/or CEQA.

Question #22: Regarding the General Scope of Services, NEPA and CEQA Consultant (page 6), Can you elaborate as to what is meant by assessing toxicology?

Answer #22: This means any assessment or analysis of environmental contamination and toxicology that would be required to obtain clearance for the project under NEPA and/or CEQA.

Question #23: By Environmental Impact Report, are you referring to HUD's Environmental Impact Statement (EIS)?

Answer #23: No, an Environmental Impact Report is a document required for some projects to comply with the California Environmental Quality Act (CEQA).

Question #24: Can you clarify what is meant by "Initial Study?"

Answer #24: An Initial Study is a study conducted early in the CEQA process to determine if a proposed project has the potential to have a significant negative effect on the environment.

Question #25: Can you clarify what is meant by "Prepare Negative Declaration or Mitigated Negative Declaration?"

Answer #25: A Negative Declaration is a statement completed as part of CEQA compliance for some projects describing the reasons that a proposed project will not have a significant effect on the environment. A Mitigated Negative Declaration is a Negative Declaration that incorporates measures in the proposed project that will avoid or mitigate impacts to a point where the project will not have a significant environmental impact.

Question #26: Will the awarded contractors be asked to provide fee proposals for every opportunity or will OHA issue Task Orders based on the provided hourly rates? Given the complexity of the varying tasks under each Specialization, the number of hours required for unique project may vary significantly.

Answer #26: We understand that the number of hours required for each particular project will vary. It is anticipated that OHA will issue a Task Order for each specific project. We will request that the selected contractor or contractors provide an estimate of the number of hours and budget required to complete the Task Order.



RFP #22-035 Environmental Consultants

Addendum #2

Proposer hereby acknowledges this addendum:

Name of Firm: _____

Authorized Signature: _____

Date: _____

Acknowledgement of this Addendum MUST be included with your proposal.