# *Port of San Francisco*

# *2011 As-Needed Real Estate and Planning RFQ Q&A*

The compilation of questions and answers shown below (in no particular order) includes all questions submitted prior to the October 21, 2011 deadline stated in the RFQ.

***Can a Prime charge an administration fee for work done by subconsultants for this contract?***

Yes, the Prime will be able to charge an administrative fee for work that is performed by sub consultants. The amount of the fee will be subject to negotiation during the contracting phase of this procurement process.

***Many of the LBE Architects I contacted are not interested in teaming because they can be excluded from doing other work for the Port. Can you please explain the parameters of the clause?***

Consultants will only be excluded from other work at the Port in cases where there is an actual conflict of interest. Please refer to Section 23, Conflicts of Interest, under Attachment I, Terms and Conditions.

***Who are the current Prime contractors?***

Economic & Planning Systems
Bay Area Economics
CBRE Consulting
Keyster Marsten Associates

***What are the site projects that involve landscape architectural scopes?***

No specific projects or sites have been identified for this RFQ, which is for "as-needed" services. However, the Port has identified a number of parks and open space projects, as well as mixed-use development projects that include parks and open space. Please refer to our projects page on the Port website for further information: http://sf-port.org/index.aspx?page=1511

***Is LBE preference given for Oakland-based firms?***

No. Only businesses based in San Francisco can obtain LBE certification from the City and County of San Francisco. *Note: A firm based in within the SFPUC Hetch Hetchy Waterway System Region that has been certified by the HRC as a "PUC-LBE" would not be considered an LBE for purposes of this RFQ.* Please refer to the HRC website for more information about the City's LBE program: http://www.sf-hrc.org/index.aspx?page=86. All LBE-related questions should be directed to the Port's HRC representative, Finbarr Jewell, at (415) 274-0511 or finbarr.jewell@sfgov.com.

**Is the evaluation committee comprised of individuals who will be coordinating with the selected consultants on Port projects? If so, would that person(s) scoring of the Responses be weighted more heavily than other committee members (e.g. non-Port staff)?**

The Evaluation Committee has not yet been finalized. It will be a mix of (1-2) Port staff and (2-3) non-Port employees with relevant expertise. The panel may or may not include someone from the Port's Planning & Development division, which oversees the work of consultants under these Master Agreements. All Evaluation Committee members' scores will carry equal weight.

***Do the LBE's have to be small/micro LBEs?***

See section 2, Local Business Participation. LBEs must be certified by the Human Rights Commission and meet all of its requirements by the day of submittal. This does not necessarily mean that the LBEs must be certified as "small" or "micro". Refer to the HRC website for more information about the City's LBE program: http://www.sf-hrc.org/index.aspx?page=86. All LBE-related questions should be directed to the Port's HRC representative, Finbarr Jewell, at (415) 274-0511 or finbarr.jewell@sfgov.com.

***Will some consultant types be less in demand? What are the weights of services you require? Will you issue an addendum to describe the utilization of the existing agreements and show the weights you desire now?***

The Port has not analyzed the utilization of the existing master agreements in sufficient detail to determine precise percentages of total dollars assigned to each of the various disciplines included on the four teams, and no such addendum will be issued. In general, the prime consultants, all of whom were real estate economics firms, received the majority of the work under the existing agreements. However, some sub consultants also received a substantial amount of work through the existing master agreements. Please rely on the information provided in the RFQ to guide you with regard to team formation.

***Who should be the likely lead of the firm considering that there are no specific references to it in this RFQ? Why did the Port not require that the Lead be a real estate economic firm this time?***

Although the choice is left to the consultants, the Port recommends choosing a lead ("Prime") that is best suited to handle the administrative requirements associated with contracting with the Port.

***Will LBE's be given preference in non-core areas?***

The LBE subconsulting goal is 22% of the final work. If you can meet 22% of the work with non-core subconsultants then you have met the goal. Considering that the work is currently undefined, meeting the 22% LBE goal may be difficult with non-core consultants.

***What are the incentives to have a non-core contractor on your team?***

Teams may feel there is a need that the Port is overlooking and the inclusion of which give improve their overall submittal. The Port is purposely allowing that flexibility. The Port also reserves the right to request the addition of a non-core service to any of the selected teams at a later date, as may be dictated by specific project needs. If you are including a non-core service on your team, please explain in your submittal why you feel the non-core consultant is of value to the team.

***Is it true that ten points are given for showing up to the pre-submittal conference?***

On HRC Attachment 2-Form 2B there is a section that states "Did your firm attend the pre-proposal meeting?" by checking this box you receive 10 points. Additionally, if you reach or exceed the 29.7% goal, the Good Faith form requirement will be waived.

***Are there multiple directories for LBEs?***

There is more than one directory. The SFPUC has its own directory and the other is a general directory for the city, which the Port uses. You may access the HRC directories here: http://www.sf-hrc.org/index.aspx?page=86

***Will existing firms who worked on the previous project get preference?***

No. All Responses will be treated equally by the Evaluation Committee.

***Will the new contract overlap with the current contracts, or will there be a gap in services?***

The existing contracts expire on Dec 31, 2011, and the new contracts will not be in place until the end of January at the earliest, so there will be a gap. The Port has not yet determined how it will address this situation with regard to ongoing projects.

***Can the Port provide more detailed information on what they specifically envision in the sample scope for # (9) "Provide waterfront transportation planning and analysis?"***

Waterfront transportation planning will include the planning of upcoming waterfront development projects and their impact on transportation resources such as the Embarcadero Roadway, Muni lines F and T, ferries, nearby public parking facilities, etc.

***Section 4 Submittal Procedures; Clarifications. Item 4.4.A states that we need to attach RFQ Attachment III (see above) and Attachment IV City's Form of Agreement. Is it true that the City's form of agreement (blank boilerplate) needs to be attached to our submittal?***

You do not need to include Attachment IV as part of your submittal, though you should acknowledge that you have reviewed it. The 'P-500' form is there to give you an understanding of the contracting requirements associated with doing business with the Port of San Francisco.

***Regarding the above-referenced RFQ, could you please tell us whether Attachment III (which when we pulled it up, was the main RFQ not the City's administrative requirements) and Attachment IV (City's form agreement) just need to be acknowledged by returning them or whether there is anything you need filled out and signed. We didn't see what to do with them other than acknowledge that we read them.***

Like Attachment IV (see previous question), Attachment III is provided for your information only. You do not need to submit the Attachment with your response, as long as you acknowledge its existence (in your cover letter, for example). An addendum will be posted to the website regarding Attachments III and IV since this seems to be a source of confusion. *Note: The link for Attachment III was corrupt when it was initially posted but has since been corrected. We apologize for any confusion that may have caused.*

***Can a subcontractor team with more than one prime contractor for this RFQ? It looks like the prior 4 teams did have sub-consultants serving under more than one prime.***

Yes, a subcontractor can team with more than one Prime.

***Are public relations and community outreach services part of this RFQ? I have been receiving calls about being a subcontractor, but the primes are not certain that public relations is part of the scope of work since it was not specifically called out.***

Public relation and community outreach services are not required for a team to be complete (i.e., it is not one of the five core service areas identified in the RFQ). However, a Prime may choose to include this as a non-core service. Please also note that the Port is currently in the process forming a separate consultant pool of PR & Media Relations consultants (see the Port's website for details).