



**SAN FRANCISCO PUBLIC UTILITIES COMMISSION  
Infrastructure Division with the Wastewater Enterprise**

# **Request for Proposals**

## **Addendum Two**

**to**

## **Request for Proposals**

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**Planning & Design Services  
Mountain Tunnel Improvements**

**Agreement No. CS-249**

**ADDENDUM Two PUBLICATION DATE: July 17 , 2015**

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**Contract Administration Bureau  
SAN FRANCISCO PUBLIC UTILITIES COMMISSION  
525 Golden  
San Francisco, California 94102**

## **Change Number 1**

*RFP Section V.3 Proposal Format and Content, page 46, currently reads:*

The proposal shall be (1) clear and concise, (2) responsive to all RFP requirements, and (3) presented in the form of a written report separated by tabs into the following subheadings:

- A. Cover Letter
- B. Executive Summary
- C. Work Approach
- D. Task Descriptions
- E. Project Schedule
- F. Project Team Organization and Availability
- G. Proposer Qualifications
- H. Key/Lead Team Member Qualifications
- I. References and Release of Liability Form
- Exhibit A - Organizational Chart
- Exhibit B – Key/Lead Team Members; Resumes and Letters of Commitment
- Exhibit C – Schedule of Estimated Number of Hours Per Task
- Exhibit D - Consultant Commitment Matrix for Planning Phase

The Proposer shall refer to Section V.4 (Supplemental Proposal Requirements) for additional documents (including the OPS) that must be prepared and submitted separately from the main proposal report.

The text in the main proposal report, including tables and figures, shall not exceed thirty (30) pages. The Task Description section of the proposal (see Section V.3.D) as well as organizational charts, resumes and the Schedule of Estimated Number of Hours Per Task for Planning Tasks (Tasks 1,3,4 and 5) are to be included as appendices and will not count against the proposal page limit. Proposers shall print their proposal double-sided on 8.5 x 11 inch recycled and/or recyclable white paper (larger size paper can be used for figures and organization charts) and use a minimum font of 10 points with minimum margins of 1 inch for the preparation of their proposal. Proposer shall number every page of the proposal, beginning with the cover letter, including pages with tables and figures.

Proposals must include the following information:

*RFP Section V.3 Proposal Format and Content, page 46, is revised to read:*

The proposal shall be (1) clear and concise, (2) responsive to all RFP requirements, and (3) presented in the form of a written report separated by tabs into the following subheadings:

- A. Cover Letter
- B. Executive Summary
- C. Work Approach
- D. Task Descriptions
- E. Project Schedule
- F. Project Team Organization and Availability
- G. Proposer Qualifications
- H. Key/Lead Team Member Qualifications

- I. References and Release of Liability Form
- Exhibit A - Organizational Chart
- Exhibit B – Key/Lead Team Members; Resumes and Letters of Commitment
- Exhibit C – Schedule of Estimated Number of Hours Per Task
- Exhibit D - Consultant Commitment Matrix up to end of calendar year 2019

The Proposer shall refer to Section V.4 (Supplemental Proposal Requirements) for additional documents (including the OPS) that must be prepared and submitted separately from the main proposal report.

The text in the main proposal report, including tables and figures, shall not exceed thirty (30) pages. The Task Description section of the proposal (see Section V.3.D) as well as organizational charts, resumes and the Schedule of Estimated Number of Hours Per Task are to be included as appendices and will not count against the proposal page limit. Proposers shall print their proposal double-sided on 8.5 x 11 inch recycled and/or recyclable white paper (larger size paper can be used for figures and organization charts) and use a minimum font of 10 points with minimum margins of 1 inch for the preparation of their proposal. Proposer shall number every page of the proposal, beginning with the cover letter, including pages with tables and figures.

Proposals must include the following information:

### **Change Number 2**

*In RFP Section III.4, Task 1: 2017 Tunnel Inspection and Condition Assessment, the inspection window is changed from 10 days to 12 days.*

*2<sup>nd</sup> paragraph, Page 16, currently reads:*

Due to operational constraints, the tunnel can only be taken out of operation during low flow months; assume a 10-day window for inspection during the first half of January 2017.

*2<sup>nd</sup> paragraph, Page 16, is revised to read:*

Due to operational constraints, the tunnel can only be taken out of operation during low flow months; assume a 12-day window for inspection during the first half of January 2017.

*2<sup>nd</sup> paragraph, Page 17, currently reads:*

Perform the inspection in the January 2017 10-day window, from Early Intake Switchyard Adit to Priest Portal, including, but not limited to:

*2<sup>nd</sup> paragraph, Page 17, is revised to read:*

Perform the inspection in the January 2017 12-day window, from Early Intake Switchyard Adit to Priest Portal, including, but not limited to:

### **Change Number 3**

*The 6<sup>th</sup> bullet under RFP Section III.4, Task 5, Deliverables, on page 23, which reads:*

- Utilities and Facilities Coordination Information. Prepare and submit one hard copy and one electronic copy of a memorandum summarizing the results of utility and facility location work. The memorandum and accompanying documents should record information on utilities and facilities that may conflict with the tunnel facilities. It should identify and record existing and abandoned utilities and facilities, utilities and facilities requiring relocation, and proposed utilities and facilities that would be impacted by tunnel facilities construction or may impact the completed tunnel facilities. Provide electronic and hard copy of potholing information including summary information and detailed field data.

*Is deleted as a deliverable from Task 5, Prepare Conceptual Engineering Report (CER) and is added as a deliverable to Task 8, Tunnel Engineering & Design.*

#### **Change Number 4**

*RFP Section III.4, Task 8, page 29, 1<sup>st</sup> bullet, currently reads:*

- Detail Design Plans. Provide plans and specifications at approximately 35%, 65%, 95%, and 100% levels of completion. Plans and specifications shall be prepared in compliance with standard SFPUC format. For each submittal, provide written responses to SFPUC review comments, and incorporate changes to plans and specifications that are based on review comments and are acceptable to Consultant. In this request for proposals, “plans and specifications” is used synonymously with “contract documents”. **Consultant shall provide a detailed description of the 35%, 65%, 95%, and 100% submittals for review and acceptance by SFPUC prior to award of the tunnel engineering service contract.** For submittal of plans and specifications at each of the levels of completion (35%, 65%, 95%, 100%), provide 15-bound copies with half size plans, 1 unbound copy with half size plans, 2 copies with full size plans, and 1 full size unbound vellum copy of plans. Provide one electronic copy of the 100 percent submittal. Electronic copy shall include an AutoCAD disk of contract drawings, and a disk containing contract specifications in MS Word and Adobe Acrobat PDF.

*RFP Section III.4, Task 8, page 29, 1<sup>st</sup> bullet, is revised to read:*

- Detail Design Plans. Provide plans and specifications at approximately 35%, 65%, 95%, and 100% levels of completion. Plans and specifications shall be prepared in compliance with standard SFPUC format. For each submittal, provide written responses to SFPUC review comments, and incorporate changes to plans and specifications that are based on review comments and are acceptable to Consultant. In this request for proposals, “plans and specifications” is used synonymously with “contract documents”. For submittal of plans and specifications at each of the levels of completion (35%, 65%, 95%, 100%), provide 15-bound copies with half size plans, 1 unbound copy with half size plans, 2 copies with full size plans, and 1 full size unbound vellum copy of plans. Provide one electronic copy of the 100 percent submittal. Electronic copy shall include an AutoCAD disk of contract drawings, and a disk containing contract specifications in MS Word and Adobe Acrobat PDF.

### **Change Number 5**

*RFP Section III.4, Task 10, Engineering Support during Environmental Review Phase, page 31 , last paragraph, currently reads:*

For budgeting purposes and the preparation of the Overhead and Profit Schedule, provide an allowance of \$250,000 for this Task. **\*\*Please do not use this task and/or its budget to satisfy the LBE goal requirements.\*\***

*RFP Section III.4, Task 10, Engineering Support during Environmental Review Phase, page 31, last paragraph, is revised to read:*

For budgeting purposes and the preparation of the Overhead and Profit Schedule, provide an allowance of \$250,000 for this Task.

### **Change Number 6**

*Please add the following to RFP Section, III.4, Task 14 Engineering Support during Construction phase:*

For budgeting purposes and the preparation of the Overhead and Profit Schedule, provide an allowance of \$3,500,000 for this Task.

### **Change Number 7**

*RFP Section V.4.B.ii, 3<sup>rd</sup> paragraph, page 53, currently reads:*

Only one overhead and profit rate can be used for each firm listed in the OPS. Based on the information provided in the OPS, an Effective Overhead and Profit Rate (EOPR) will be calculated by dividing the Total Actual Labor Cost by the Total Base Labor Cost. The EOPR is essentially a weighted average of the rates proposed for each firm listed as part of the Proposer's team. **The EOPR shall not exceed 3.20. The maximum billing rate is \$220/hour.**

*RFP Section V.4.B.ii, 3<sup>rd</sup> paragraph, page 53, is revised to read:*

Only one overhead and profit rate can be used for each firm listed in the OPS. Based on the information provided in the OPS, an Effective Overhead and Profit Rate (EOPR) will be calculated by dividing the Total Actual Labor Cost by the Total Base Labor Cost. The EOPR is essentially a weighted average of the rates proposed for each firm listed as part of the Proposer's team. **The EOPR shall not exceed 3.20. The maximum billing rate is \$250/hour.**

### **Change Number 8**

*RFP Section X.1.4, currently reads:*

4. **Project-specific** Professional liability insurance, applicable to Proposer's profession, with limits not less than \$10,000,000 each claim with respect to negligent acts, errors or omissions in connection with professional services to be provided under the Agreement. Contractor's professional liability policy should **not** have an exclusion for environmental compliance management or construction management professionals.

*RFP Section X.1.4, is revised to read:*

4. Professional liability insurance, applicable to Proposer's profession, with limits not less than \$10,000,000 each claim with respect to negligent acts, errors or omissions in connection with professional services to be provided under the Agreement. Contractor's professional liability policy should **not** have an exclusion for environmental compliance management or construction management professionals.

### **Change Number 9**

*RFP Section IV.1 Prime Proposer and Joint Venture (JV) Partners Minimum Qualifications, page 42, currently reads:*

Any Joint Venture (JV) responding to this RFP must clearly identify the lead Proposer (referred to hereafter as the Lead JV Partner).

The minimum qualifications set forth below are required for a Proposer to be eligible to submit a proposal in response to this RFP. Proposals must clearly demonstrate compliance with the specified minimum qualifications. Proposals that do not clearly demonstrate compliance with the minimum qualifications may be rejected by the City without further consideration.

To qualify as a Prime Proposer or JV Partner for this RFP, a Proposer must possess the following minimum qualifications:

- The Prime Consultant or JV Partnership must individually or collectively, have a minimum of fifteen (15) years' experience in the business of planning, design, and construction management of large diameter, preferably water supply, tunnels.
- The Prime Proposer or Lead JV Partner must have experience as the Prime, or Lead JV, on at least one (1) completed water infrastructure projects, each with a minimum project construction value of \$50 million, within the last fifteen (15) years that are similar in complexity to this project.
- The Prime Proposer or Lead JV Partner must have a fully functioning office located within 30 miles from the SFPUC Headquarters in San Francisco prior to NTP. The office shall include technical and non-technical staff capable of providing a significant amount of the scope of services outlined in this RFP.

*RFP Section IV.1 Prime Proposer and Joint Venture (JV) Partners Minimum Qualifications, page 42, is revised to read:*

Any Joint Venture (JV) responding to this RFP must clearly identify the lead Proposer (referred to hereafter as the Lead JV Partner).

The minimum qualifications set forth below are required for a Proposer to be eligible to submit a proposal in response to this RFP. Proposals must clearly demonstrate compliance with the specified minimum qualifications. Proposals that do not clearly demonstrate compliance with the minimum qualifications may be rejected by the City without further consideration.

To qualify as a Prime Proposer or JV Partner for this RFP, a Proposer must possess the following minimum qualifications:

- The Prime Consultant or JV Partnership must individually or collectively, have a minimum of fifteen (15) years' experience in the business of planning, design, and construction management of large diameter, preferably water supply, tunnels.
- The Prime Proposer or Lead JV Partner must have experience as the Prime, or Lead JV, on at least one (1) **design-completed** water infrastructure projects, each with a minimum project construction value of \$50 million, within the last fifteen (15) years that are similar in complexity to this project.
- The Prime Proposer or Lead JV Partner must have a fully functioning office located within 30 miles from the SFPUC Headquarters in San Francisco prior to NTP. The office shall include technical and non-technical staff capable of providing a significant amount of the scope of services outlined in this RFP.

### **Change Number 10**

*RFP Section V.3.G Proposer Qualifications, page 49, currently reads:*

Clearly demonstrate that the Prime Proposer (or JV Partner) meet all the minimum qualification requirements outlined in Section IV.1. Provide sufficient information in the proposal for the Selection Panel to evaluate the Proposer's ability to successfully complete the tasks outlined in the scope of services, including, but not limited to the following:

- A description and background summary of the Prime Proposer or JV Partners consulting firm(s). Summary shall include corporate qualifications, commitment, strength, and technical capabilities to fulfill all services specified and required, and successfully accomplish the work.
- If a JV, include a description of the organization, relationships, and defined responsibilities of all Partners in the JV. Describe any previous project-specific associations of the JV Partners. The JV Partner shall demonstrate proven experience in managing and leading.
- A description of three (3) tunnel projects each with a minimum project construction value of \$50 million. Two of the three projects must be where the Prime Proposer or Lead JV Partner performed the role of the lead JV partner within the last fifteen (15) years.

Project descriptions shall be limited to two (2) pages for each project. The description shall include:

- Project scope summary.
- Proposer's role and responsibilities in the project.
- Proposer staff members who worked on the project and their specific project role.
- Client name, reference and telephone numbers.
- Dates when the work on the project was performed.
- Project costs (consulting firm design fee and project construction cost).
- Proposer's performance on delivering the project on schedule and on budget.

*RFP Section V.3.G Proposer Qualifications, page 49, is revised to read:*

Clearly demonstrate that the Prime Proposer (or JV Partner) meet all the minimum qualification requirements outlined in Section IV.1. Provide sufficient information in the proposal for the Selection Panel to evaluate the Proposer's ability to successfully complete the tasks outlined in the scope of services, including, but not limited to the following:

- A description and background summary of the Prime Proposer or JV Partners consulting firm(s). Summary shall include corporate qualifications, commitment, strength, and technical capabilities to fulfill all services specified and required, and successfully accomplish the work.

- If a JV, include a description of the organization, relationships, and defined responsibilities of all Partners in the JV. Describe any previous project-specific associations of the JV Partners. The JV Partner shall demonstrate proven experience in managing and leading.
- A description of three (3) tunnel projects each with a minimum project construction value of \$50 million. Two of the three projects must be where the Prime Proposer or Lead JV Partner performed the role of the lead JV partner within the last fifteen (15) years.
- A description of not more than six (6) projects, similar in scope, designed or managed by the Prime Proposer, Lead JV Partner or non-lead JV partner. At least one (1) of the projects must be where the Prime Proposer or Lead JV partner served as a Prime or Lead JV on a design-completed water infrastructure project with a minimum project construction value of \$50 million within the last 15 years.

Project descriptions shall be limited to one (1) page for each project. The description shall include:

- Project scope summary.
- Proposer's role and responsibilities in the project.
- Proposer staff members who worked on the project and their specific project role.
- Client name, reference and telephone numbers.
- Dates when the work on the project was performed.
- Project costs (consulting firm design fee and project construction cost).
- Similarity or relevance to the potential CS-249 scope (e.g. new tunnel or tunnel repair, large diameter, deep shafts, hard rock, etc. )

## **Change Number 11**

*RFP Section V.3.I, References,, currently reads:*

### I. References

The SFPUC may contact some or all of the project references provided in Section G. Proposer Qualifications to confirm the validity of Proposers' qualifications and the projects listed in the proposal. As part of the submittal package, Proposers must sign and return the Release of Liability (see Appendix J.)

### Exhibit A - Organizational Chart

The Organizational Chart must illustrate the team structure of all proposed staff to be included as Exhibit A of the submitted Proposal.

### Exhibit B - Resumes with attached Letters of Commitment

See above section "V.3.H. Key/Lead Team Members' Qualifications; Resumes and Letters of Commitment" for the components of Exhibit B to the proposal.

### Exhibit C - Schedule of Estimated Number of Hours per Task for Planning Tasks (Tasks 1,3,4 and 5)



Proposers must use Appendix D of the RFP to compile the information in the Schedule of Estimated Number of Hours per Task for Planning Tasks (Tasks 1,3,4 and 5). The components of this schedule will include the same information as included in the Proposer's OPS (see V.4.2 Overhead and Profit Schedule below) with the exception of any reference to monetary amounts. Proposers might even consider preparing their OPS and then deleting the appropriate columns to submit it as Exhibit C to the proposal. Specifically, columns A-F from the OPS (task number; task summary; position description; name of proposed staff person and consultant name) **will** be in the Schedule of Estimated Number of Hours per Task; Columns G-K (base hourly rate; base labor cost; firm overhead and profit rate; billing rate; and actual labor cost) **will not** be in the Schedule of Estimated Number of Hours per Task.

The Selection Panel will evaluate the anticipated level of effort and staff assignments in the Schedule of Estimated Number of Hours per Task as outlined in Section VI. 3 Written Proposal Evaluations below. Note that if any information in the Schedule of Estimated Number of Hours per Task is found to be inconsistent with the OPS, the OPS may be rejected and excluded from the score tabulation (e.g. score of zero for the OPS). For example, the staff proposed in the OPS and the hours allocated to their assignment must line up with the staff and associated hours listed in the Schedule of Estimated Number of Hours per Task.

#### Exhibit D - Consultant Commitment Matrix

The spreadsheet template attached with this proposal as Appendix M and entitled "Consultant Commitment Matrix" should be filled out completely and included with the proposal as Exhibit D. All information in this spreadsheet must be consistent with all other submissions with the proposal (OPS, Schedule of Estimated Number of Hours per Task, letters of commitment, etc.) Failure to provide consistent information on the Consultant Commitment Matrix may result in a determination by the SFPUC that the proposal be deemed non-responsive.

The first worksheet tab is entitled "Other Current or Pending Project Commitments." Proposers should fill in each Key/Lead Team Member proposed on this project and include all other projects on which they are committed. The numbers can be in full time employee hours or percentage of time, but the information should be consistent for each team member entry.

The second worksheet tab is entitled "Consultant Commitment Matrix" and should be filled out with each Key/Lead Team Member proposed on this project along with the percentage of time that each Key/Lead Member will spend on each project for the duration of the project.

#### *RFP Section V.3.I References, is revised to read:*

##### I. References

The SFPUC may contact some or all of the project references provided in Section G. Proposer Qualifications to confirm the validity of Proposers' qualifications and the projects listed in the proposal. As part of the submittal package, Proposers must sign and return the Release of Liability (see Appendix J.)

#### Exhibit A - Organizational Chart

The Organizational Chart must illustrate the team structure of all proposed staff to be included as Exhibit A of the submitted Proposal.

#### Exhibit B - Resumes with attached Letters of Commitment

See above section "V.3.H. Key/Lead Team Members' Qualifications; Resumes and Letters of Commitment" for the components of Exhibit B to the proposal.

#### Exhibit C - Schedule of Estimated Number of Hours per Task

Proposers must use Appendix D of the RFP to compile the information in the Schedule of Estimated Number of Hours per Task for **all tasks except Optional Tasks**. The components of this schedule will include the same information as included in the Proposer's OPS (see V.4.2 Overhead and Profit Schedule below) with the exception of any reference to monetary amounts. Proposers might even consider preparing their OPS and then deleting the appropriate columns to submit it as Exhibit C to the proposal. Specifically, columns A-F from the OPS (task number; task summary; position description; name of proposed staff person and consultant name) **will** be in the Schedule of Estimated Number of Hours per Task; Columns G-K (base hourly rate; base labor cost; firm overhead and profit rate; billing rate; and actual labor cost) **will not** be in the Schedule of Estimated Number of Hours per Task.

The Selection Panel will evaluate the anticipated level of effort and staff assignments in the Schedule of Estimated Number of Hours per Task as outlined in Section VI. 3 Written Proposal Evaluations below. Note that if any information in the Schedule of Estimated Number of Hours per Task is found to be inconsistent with the OPS, the OPS may be rejected and excluded from the score tabulation (e.g. score of zero for the OPS). For example, the staff proposed in the OPS and the hours allocated to their assignment must line up with the staff and associated hours listed in the Schedule of Estimated Number of Hours per Task.

#### Exhibit D - Consultant Commitment Matrix

The spreadsheet template attached with this proposal as Appendix M and entitled "Consultant Commitment Matrix" should be filled out completely and included with the proposal as Exhibit D. All information in this spreadsheet must be consistent with all other submissions with the proposal (OPS, Schedule of Estimated Number of Hours per Task, letters of commitment, etc.) Failure to provide consistent information on the Consultant Commitment Matrix may result in a determination by the SFPUC that the proposal be deemed non-responsive.

The first worksheet tab is entitled "Other Current or Pending Project Commitments." Proposers should fill in each Key/Lead Team Member proposed on this project and include all other projects on which they are committed. The numbers can be in full time employee hours or percentage of time, but the information should be consistent for each team member entry.

The second worksheet tab is entitled "Consultant Commitment Matrix" and should be filled out with each Key/Lead Team Member proposed on this project along with the percentage of time that each Key/Lead Member will spend on each project for the duration of the project.

#### Change Number 12

*Addendum One, Change Number 3, changed the LBE subconsulting goal to ten percent (10%) of the total value of the goods and/or services to be provided. In addition,*

*RFP Section IX.1, Local Business Enterprise Goals and Outreach – Chapter 14B Requirements, 4th paragraph, page 66, which currently reads:*

In addition to demonstrating that it will achieve the level of subconsulting participation required by the contract, a Proposer shall also undertake and document in its submittal the good faith efforts required by Chapter 14B.8(D) & (E) and CMD Attachment 2, Requirements for Architecture, Engineering and Professional Services Contracts. However, pursuant to 14B.8 (B), if a Proposer submits a proposal that demonstrates LBE participation that exceeds the established LBE subcontracting participation goal for the project by 35%, the Proposer will not be required to conduct good faith efforts or to file evidence of good faith efforts as required in Sections 14B.8 (D) and (E).

For this Project, a proposal may satisfy good faith outreach requirements, by demonstrating LBE participation of 6.75 %.

*RFP Section IX.1, Local Business Enterprise Goals and Outreach – Chapter 14B Requirements, 4th paragraph, page 66, is revised to read:*

In addition to demonstrating that it will achieve the level of subconsulting participation required by the contract, a Proposer shall also undertake and document in its submittal the good faith efforts required by Chapter 14B.8(D) & (E) and CMD Attachment 2, Requirements for Architecture, Engineering and Professional Services Contracts. However, pursuant to 14B.8 (B), if a Proposer submits a proposal that demonstrates LBE participation that exceeds the established LBE subcontracting participation goal for the project by 35%, the Proposer will not be required to conduct good faith efforts or to file evidence of good faith efforts as required in Sections 14B.8 (D) and (E). For this Project, a proposal may satisfy good faith outreach requirements, by demonstrating LBE participation of 13.5 %.

**END OF DOCUMENT**