



## ADDENDUM

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### CLARIFICATIONS AND/OR CHANGES

Date Issued: January 19, 2010

Addendum No.: 1

RFP Number: 10-51-051-00 (On-Call Right of Way Appraisal Review Services)

Procurement Administrator: Matt Wallace

#### INTENT

1. This addendum is issued to provide for clarifications and/or changes to RFP No. 10-51-051-00. Acknowledgment of this addendum shall be made in the Proposal Letter (see Appendix 'D', page 35) required as a part of each proposer's submittal.
2. Appendix 'H' Proposal Pricing Form is hereby deleted in its entirety and is superseded with Appendix 'H' (Rev. 1) Proposal Pricing Form included herein as Attachment "A".
3. The Commission's formal responses to questions and requests for clarifications received from prospective proposers are included herein as Attachment "B".
5. The proposal deadline remains Tuesday, January 26, 2010 at 2:00 p.m.
6. All other terms and conditions of the RFP will remain the same.

Issued by:

A handwritten signature in blue ink that reads "Matt Wallace". The signature is written in a cursive, flowing style.

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Matt Wallace

Procurement and Assets Administrator

**ATTACHMENT “A”**

**APPENDIX ‘H’ (Rev. 1)**

**PROPOSAL PRICING FORM**

**REQUEST FOR PROPOSALS NO. 10-51-051-00**

Please provide pricing for the following hypothetical tasks (A-D) AND provide a separate comprehensive (EITHER task-based or labor hour) rate sheet that would encompass ALL potential tasks issued under the terms of the contract, if awarded. The purpose of this exercise is to accommodate those firms offering the relevant appraisal review services on both a flat, fixed price basis and a labor hour basis. Contractors’ proposed rates and ODC rates shall remain fixed for the term of the contract. Further, proposed rates submitted by each firm shall include all relevant expenses, taxes, insurance, and fringe benefits, as well as indirect costs, overhead and profit allowance.

**I. DETAILED PRICING**

**Provide pricing (do not submit a range) for the four hypothetical tasks described below. Evaluation of pricing proposals will be based on the total cost for tasks ‘A’ through ‘D’, which reflect a substantial proportion of the work undertaken by RCTC for appraisal review services.**

A. Residential Full Take                    \$ \_\_\_\_\_

SFR, typical improvements

B. Commercial Partial Take            \$ \_\_\_\_\_

Commercially-zoned retail. Partial taking impacts site improvements, i.e., fencing, landscaping, irrigation, and parking. Taking impacts 20% of larger parcel.

C. Easement Acquisition                \$ \_\_\_\_\_

Aerial easement with bridge columns on public property. Easement impacts 5% of larger parcel.

D. Vacant Land                            \$ \_\_\_\_\_

Partial fee and easement acquisition on railroad property. Taking impacts less than 1% of larger parcel and does not affect railroad operations.

**II. RATE SHEET**

**Provide a separate comprehensive (EITHER task-based or labor hour) rate sheet that would encompass ALL potential tasks issued under the terms of the contract, if awarded. A pricing range (i.e., low – high) may be used for each labor classification or task type. Each successful proposer’s rate sheet will be incorporated into their respective contracts as an Exhibit, and proposed rates shall remain fixed for the term of the agreement. Proposers may list an annual escalation factor, if any, for the five year contract period.**

**ATTACHMENT "B"**

Subject: **REQUEST FOR PROPOSALS NO. 10-51-051-00  
ON-CALL RIGHT OF WAY APPRAISAL REVIEW SERVICES  
ANSWERS TO PROPOSERS' QUESTIONS, SET NO. 1**

To: All Proposers

The following questions were received by the Riverside County Transportation Commission (RCTC) in response to Request for Proposal 10-51-051-00, On-Call Right Of Way Appraisal Review Services. The questions and RCTC's responses are provided for your information. All potential firms are reminded that in accordance with 3.7 of the RFP entitled Requests for Clarification the period to submit questions, changes, exceptions or deviations closed on January 14, 2010.

Q1: Please clarify what is meant by "Fully Burdened Hourly Rate"?

**A1: The "Fully Burdened Hourly Rate" or "Fully Loaded Hourly Rate" includes direct labor cost and all relevant expenses, taxes, insurance, and fringe benefits, indirect costs, overhead and profit allowance.**

Q2: Can labor classifications be added to Appendix 'H' (Proposal Pricing Form)?

**A2: Appendix 'H' (Rev.1) Proposal Pricing Form Section II allows proposers the option to submit a comprehensive rate sheet which should encompass all relevant labor classifications for potential tasks issued under the contract.**

Q3: Our firm generally works on a flat fee basis, which seems to be consistent with the Task Order contracting proposed in the RFP. Our hourly rates are typically used for post-appraisal, pretrial consulting services, and trial testimony. However, our hourly rates rarely are consistent with our flat fee and hours spent, and the flat fee rate would likely result in a lower rate than the hourly rates identified. In the Proposal Pricing form, there does not appear to be a section for flat fee appraisal reports based on property type, just hourly rates. How can one address the distinction between appraisal reports – flat fee versus hourly rates for post appraisal and consulting purposes?

**A3: Appendix 'H' (Rev. 1) Proposal Pricing Form Section II accommodates firms offering appraisal services on either a flat, fixed price basis or a labor hour basis.**

Q4: Do the "Required Forms" to be included in Tab 5 of the proposal count toward the 25 page proposal limit?

**A4: Required Forms (Appendix C,E,F,I,J,K) will not count toward the 25 page limit.**

Q5: Appendix I – Federal Provisions does not include anything to complete or sign. What needs to be submitted to satisfy this requirement?

**A5: Appendix I does not need to be submitted or signed; it will be incorporated into the contract upon award.**

Q6: Appendix J – Required Certifications includes a "Certification of Subconsultants Regarding Debarment, Suspension, and Other Responsibility Matters". Does this form need to be signed by each potential subcontractor and submitted with the proposal?

**A6: Yes, this form must to be signed by all potential subconsultants and submitted with the proposal. This form may be duplicated as necessary for each subcontractor.**

Q7: Appendix K – Disadvantaged Business Enterprise does not include anything to complete or sign. What needs to be submitted to satisfy this requirement?

**A7: Appendix K does not need to be completed or signed. The forms completed in Appendix J will satisfy the requirement for Appendix K.**

Q8: Page 12, Line 5 refers to “work cited in ‘Qualifications of the Firm’ section.” Where is that section?

**A8: The Qualifications of Firm section refers to the ‘Experience, Qualifications of Financial Integrity’ section located at the bottom of page 11.**

Q9: Appendix ‘G’ Project Reference Form – Do you require work sample(s) to be attached for any of the projects listed on this form, or work samples for any projects we have worked on in the past that may or may not necessarily be listed on Appendix ‘G’?

**A9: Work samples are not required to be attached with the RFP submittal. However, the Commission may, at a later time, require proposers to submit work samples to improve the understanding and evaluation of the RFP.**

**Riverside County Transportation Commission  
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Riverside, CA 92501**

**End of Attachment “B”**