

Attachment# 1

CQ18223- Questions and Answers for the Productivity Transformation

1. Is Appendix C – Small Business Local Preference Program (SBLPP) applicable on this RFP?

Answer: Appendix C – Small Business Local Preference Program (SBLPP)

2. On Past Performance is it mandatory to have 3 references?

Answer: Yes

a. We have two references of this size. Additionally can we provide reference of previous years or has it to be current. We had done a project about 3 year back, can we use that?

Answer: Yes

3. Offerors shall include resumes for each staff member proposed. Should we only provide resumes for the key personnel or should have to provide resumes for very position at this moment.

Answer: Offerors shall include resumes for each staff member proposed.

4. Should one original version of both “Volume II – Technical” and “Volume III – Contractual” be submitted via email in the same fashion as the original version of “Volume I – Cost/Price”?

Answer: Please refer to Section RFP Solicitation Instructions# 10 and follow the instructions.

5. Should each Volume be hard-copy submitted via separate envelopes?

Answer: Please refer to Section RFP Solicitation Instructions# 10 and follow the instructions.

6. Should the “staffing/categorization table” be listed in Volume I – Cost/Price?

Answer: Yes.

7. Is there a minimum or maximum requirement for the number of past performances to submit?

Answer: There is no maximum.

8. Section titled Criteria 2: Past Performance (20%) states that the “offeror should provide a list of at least (3) references from contracts of similar scope”—are these three references in addition to or encompassed in the past performances mentioned previously?

Answer: Past Performance (20%) states that the “offeror should provide a list of at least (3) references from contracts of similar scope”

9. Which position must be identified as key personnel? How many personnel must be listed as key?

Answer: That is to be designated by the vendor.

10. Has the WMATA Productivity Transformation Team identified specific projects that will be the subject of the task orders (so we can line up resources readily to support the initial tasks)?

Answer: No.

11. While Section 24 of the RFP indicates that Disadvantaged Businesses (DB) will have the opportunity to propose, will there be a minimum requirement for DB participation in any of the task orders?

Answer: Yes.

12. Would it be acceptable to WMATA for us to propose with our current team and work with you to add DB firms as task orders are identified? The DB we select for the task order would depend on the nature of the work in the task order.

Answer: Yes.

13. Page 28 of RFP indicates that we should include schedule with subcontractors and the percentage of work each will perform, however this may vary depending on the nature of the work for the task order. Can this percentage be an estimate or a range? Can this form be left blank, acknowledging that our team members bring different skills and that allocation of work between prime and sub will depend on the nature of the work?

Answer: Can be an estimate. This form must be filled out in its entirety.

14. We understand all forms need to be completed by the prime. Could you please clarify which forms also need to be completed by subcontractors?

Answer: WMATA does not need any paperwork from the Subcontracts, but will request a copy of the Subcontract Agreement upon award.

15. Page 93 indicates that Consultants should work from local consultant's DC office or on site at WMATA. Recognizing that onsite presence is essential to deliver the scope of work, will consultants be able to perform some work remotely (e.g. research and evaluation) from "home office" if the individual task orders are such that remote work would be productive or cost effective?

Answer: In general, yes. Task orders will specify whether work needs to be performed on site.

16. We respectfully request that WMATA extend the due date by an additional two weeks to mirror the five week response time allowed for the related RFI entitled Increasing Efficiency and Productivity for WMATA, which was issued on March 9, 2018. The five week response time would allow us sufficient time to develop a thoughtful, comprehensive response in support of WMATA's Productivity Transformation Consulting RFP.

Answer: The Proposal due date has been extended until September 19, 2018.

17. On page 10, section 10(c) Technical Proposal, is there a page limit contemplated for this proposal submission?

Answer: No.

18. Referencing Section 4.0 Scope of Work starting on page 89 and the Excel FY18 cost estimate, can further clarification be provided regarding the job titles and how they relate to the list of specialties contemplated under this contract. For example, which positions are expected to provide Labor Relations support?

Answer: Vendor designates the Labor Relations support positions.

19. At the bottom of Page 89, the RFP requests "skills, qualifications and experience" in 17 specialty areas. Are firms required to provide experience in all 17 categories in order to submit a responsive proposal?

Answer: Participation in all categories is not required.

20. At the bottom of Page 89, could WMATA please expand on the requirements associated with General Legal Services? Is WMATA expecting the consultant firm, or a sub consultant to the consultant firm, to provide legal advice, counsel or representation or to express any legal opinions to WMATA? Note that rules and regulations governing the practice of law do not permit our firm, and most engineering firms, to sell or offer to sell legal services. Our firm can perform non-legal professional services which use the overall knowledge, skill and experience that comes with being a lawyer to provide solutions on projects. If WMATA requires legal advice or legal opinions, is it possible for our firm to not respond to a task order request involving such services?

Answer: WMATA is not seeking legal advice, counsel, or representation through this procurement.

21. Appendix C outlines the requirements for WMATA's Small Business Local Preference Program (SBLPP).
- Please confirm that this contract does not have minimum goals set for the participation of Small Businesses.
 - Please confirm that this contract does not have a minimum goal set for the participation of Disadvantaged Businesses.

Answer: The contract does not have minimum SBLPP or DBE participation goals.

22. Can WMATA provide more clarity about the Productivity Program Team described in the RFP on page 88-89? Is there a nominal head of the team? How does the team make decisions/recommendations?

Answer: The team is a cross-functional group under the direction of the Executive Management Team with the mandate to facilitate identification and realization of revenue and efficiency opportunities to meet the 3% subsidy cap.

23. Would you please direct me to the responses for the RFI#IEP_20180307 which is the Request for Information which preceded this RFP?

Answer: Responses to the RFI are on the website and the link is provided:

https://www.wmata.com/business/procurement/solicitations/Solicitation-Details.cfm?solicitation_id=3704

24. RFP No. CQ18223 states questions concerning the proposal are to be submitted no later than close of business, August 17th, 2018 and WMATA will provide written answers by e-mail. When (NLT date) will we expect to receive the written answers?

Answer: The answers are included in this amendment.

25. Is Metro amenable to alternative fee structures such as all-in weekly team rates?

Answer: Yes. Metro is amenable to fee structures allowed under federal GSA Schedule pricing.

26. Is Metro amenable to an alternative fee arrangement for particular projects, for example, if a project reduces costs, can the contractor propose to put fees at risk and share in actual cost savings?

Answer: No.

27. Is there a specific Small Business goal for this RFP?

Answer: No.

28. On page 12, section 14 it states that the IDIQ Evaluation Criteria and Basis for Award will be Best Value. However, pricing is not listed on this page under and evaluated Criteria. How will WMATA determine Best Value if there is no pricing as part of this evaluation criteria?

Answer: Please refer to CQ18223 Productivity Transformation Attachment A.

29. Past Performance is listed as 20% of the Evaluation Criteria (page 12). Should our Past Performance be listed in the Technical Volume? If not, where should past performance be listed?

Answer: Past Performance should be listed in the Contract and Technical Volumes.

30. What are the page limits for each volume? .

Answer: There are none.

31. In reviewing the Price Schedule (Attachment A), should we assume that the award will be for a Cost Plus Contract Type? Or is this Pricing Schedule being used to establish a fixed, Time and Materials (Labor Hour) rate for each labor category/Job Title?

Answer: Time and Materials (Labor Hour) rate for each Labor Category/Job Title

32. On the Price Schedule (Attachment A), how does WMATA define Base Rate? Is Base rate the approximated hourly salary of a To Be Determined (TBD) person working that Job Title? How does WMATA define Loaded Rate %?

Answer: Vendor defines Base Rate and Loaded Rate %.

33. Are we to bid actual people by name on the Price Schedule (Attachment A)?

Answer: Vendor defines Base Rate and Loaded Rate %.

34. Are there Job Title descriptions to go along with the categories listed on the Price Schedule (Attachment A). Without descriptions it would be very difficult for WMATA to do price/rate comparisons across multiple offerors.

Answer: Vendor defines Base Rate and Loaded Rate %.

35. On page 90, the Technical proposal requests that the "offerors shall present their proposed staff categories in a tabular format (or rate card), categorized by...Proposed Labor Category and Rate".

a. Question – Are these to be different staff categories than those listed in the Price Schedule (attachment A)?

Answer: Yes.

b. Question – On page 10 under Cost/Price section its says that all information on cost or pricing must be in Volume I and nowhere else in the proposal. Should the Technical Proposal instructions be updated to remove the requirement to list our staff Labor Categories and Rates?

Answer: Please provide Cost/Pricing in Volume I and list the staff Labor Categories and Rates as designated.

c. A similar requirement to list rates in the Technical Approach exists on page 12 under Criteria 1.

Answer: Please refer to the response above.

36. Since the proposal is for an IDIQ (not a specific task order), why are there hours listed on the Price Schedule (Attachment A)?

Answer: The hours are listed as examples.

37. Is this for a contract involving "COMPACT Jurisdictional (Operating) funds", ie Does the need for SBLPP Certification apply per appendix C for this solicitation?

Answer: SBLPP Certification is not required but recommended.

38. If the SBLPP Certification is required, can the response date be extended by 30 days? It's our understanding that this certification can take up to 30 days to complete after submission to WMATA's DBE Office.

Answer: Please refer to No. 15 for extension.

39. Per Section 19 (pages 14 and 15) regarding Pre-Award Information, can we assume that since the Contracting Officer has not made a request, that the information included in 19C is not required for this proposal submission? In other words, this information will only be required after proposal submission but prior to an award to a potential awardee.

Answer: The information is required for this proposal submission.

40. Page 56, Insurance requirements: as part of our proposal is it really expected that the offeror submit certificates of insurance (COI) naming WMATA as an additional insured prior to an actual contract award?

Answer: No, however evidence must be provided that, upon award, this requirement will be met.

41. On page 59 under Professional Liability Insurance, it states that WMATA "may" require this insurance type. We are requesting that the requirement of Professional Liability insurance not be included in the contract award. In reviewing the scope of the proposed efforts for WMATA under the provided SOW, the offered support all falls outside the typical types of services and/or end products that would typically be associated with the need for Professional Liability insurance (For example, the WMATA SOW is not requesting engineering services, designs, architecture drawings, software development, information technology, product development, construction or building of any kind. Additionally, it does not include services providing legal advice, medical, accounting or financial services of any kind). Thus including the need for Professional Liability insurance would be unnecessary and costly for WMATA.

Answer: The understanding is that this award will be for professional services. When WMATA contracts for professional services, professional liability insurance is required.

42. Questions regarding (page 9, section 10, Proposal Format):

- a. Volume II – Technical asks for one original and five copies on separate USB Drives. Is the Original supposed to be emailed or printed?

Answer: This has been revised to printed and submitted.

- b. Volume III- Contractual asks for one original and one copy on separate USB Drive. Is the Original supposed to be emailed or printed?

Answer: Please refer to the response above.

- c. Is Volume III- Contractual asks for asks for signed solicitation documents to include DBE requirements per Appendix B. However there is no Appendix B in the proposal Document. Does Appendix B apply? Can this be updated?

Answer: Please refer to Appendix C.

- d. Should offerors include any hard paper copies of any volume (and associated enclosures) along with USBs in the envelopes?

Answer: Please print, sign and submit all originals.

43. Can you define under TECHNICAL APPROACH of Evaluation Criteria 1 (page 12) what you mean by "ANALYSIS AND OPERAITONAL WORK PLAN"?

Answer: The Analysis and Operational work plan is the plan submitted in regards to the designated roles that the vendor proposes.