

ADDENDUM: RFSOQ No. RFSOQ2020-001:

Posted and Effective October 4, 2020

Notes about this addendum:

The following is a whole replacement for RFSOQ No. RFSOQ2020-001 Section J.3 which addresses the Part I of the U.S. General Services Administration Standard Form 330 (Form SF330). The revision is in response to questions received through October 2, 2020 and CCJPA responses to those questions. In addition to clarifying matters regarding resumes, additional personnel, and modifications to relevant projects shown, this addendum is designed to allow the Proposer to showcase their team and projects as it relates to the expertise requested to help CCJPA address anticipated work tasks. In responding to this opportunity where we have presented some open-ended opportunities, we are relying upon Proposers to ensure the SOQ presents strategic and focused rationale for inclusion of the materials presented.

ADDENDUM #1: Replacement for Section J.3

3. Part I, "Contract-Specific Qualifications." Part I presents the qualifications for a specific contract. All sections of the SF330 are to be completed as instructed in the SF330 instructions, with the following additional instructions:
 - a. Section D - Organization Chart of Project Team. The firm or the specific branch office of the Proposer shall have an office located within Northern California. Proposer shall submit a proposed Organization Chart showing relevant team members and Key Personnel showing the contractual and reporting relationship of each member and the firm with whom he or she is associated as well as the area(s) of expertise each team member address. CCJPA requests that a minimum of five (5) team members should be shown on the Organization Chart however, the intention of the Organization Chart should be to show all key primary persons, inclusive of Project Managers (overall and/or by expertise area) and all key subject matter expertise personnel regardless of prime or subconsultant. The Organization Chart should fit on one readable image in the SOQ document (it may be an extended folded image as if on an 8.5" x 14" or 11"x17" paper). The purpose of the Organization Chart is to be focused and therefore avoid showing persons that are superfluous to how the proposed Consulting team is to support CCJPA and the expertise areas requested in the RFSOQ.
 - b. Section E - Resumes for Project Team for the Agreement. Each resume submitted in the SOQ may not exceed two (2) pages in length. Resumes are to be submitted for the proposed relevant team members and Key Personnel to be utilized under the Agreement. Key Personnel shall not be replaced for the duration of the Project without prior written approval from CCJPA. Every person whose resume is provided shall be shown on the Organization Chart as per Section D above with the next exception.

Because the nature of this procurement involves expertise areas that may be challenging to show on an Organization Chart, CCJPA allows up to four (4) additional resumes for each area of expertise to be submitted, which is a maximum of twelve (12) additional resumes if all three (3) expertise areas are presented for consideration. These additional expertise resumes, if included, shall be addressed in the SF330 as if they were on the Organizational Chart.

Additionally, in an addendum to Section E, the Proposer may, at their option, include one paragraph summaries for each additional staff member who could be expected to support those persons on the Organizational Chart. The allowance for additional

single paragraph summaries is to round out the understanding of the personnel that might support the Proposed team. No persons should be included who are superfluous to how the proposed Consulting team is to support CCJPA and the expertise area. These additional personnel should NOT be included on the SF300 form but only as a "Section E: Personnel Addendum".

- c. Section E-19 - Relevant Projects. While the SF330 supports a listing of up to five (5) relevant projects, in this SOQ, no more than three (3) of the E-19 project fields, shall be included for each SF330. This applies for all persons listed on the Organization Chart and the additional expertise persons each of which has a significant role that demonstrates the persons' capability relevant to his/her proposed role relative to the Scope of Services. Relevant projects should be shown based on the areas of expertise the Consultant(s) are pursuing with the SOQ. Each project listed shall include:
- A brief description (scope, size, cost, etc.);
 - The performance period (beginning date and completion date);
 - The specific role/responsibility of the individual and the duration that the individual worked on the project; and
 - A reference point of contact, telephone number, and email address, as the CCJPA may choose to contact these references.
- d. Section F - Example Projects which Best Illustrate Proposer's Qualifications for this Agreement. Projects listed in Section F must be relevant projects, which have been completed or are on-going by the Proposer. For each expertise area presented in the SOQ, select no more than six (6) projects per area of expertise that demonstrate the Proposer's experience and capability to perform work similar to that required for this Agreement, for a maximum of eighteen (18) projects for three areas of expertise included for consideration. In addition, identify which projects, if any, for which Project Team members have worked together.
- e. Section H – Additional Information. Include a narrative in this Section that discusses the Proposer's approach and any proposed innovations in performing planning, system operations, and/or engineering services as required by the Scope of Services. Limit the narrative to five (5) pages for each area of expertise pursued.

Additionally, the Proposer may submit one additional narrative of up to three (3) pages that includes information regarding the proposed Project Management approach across all project expertise areas included in the SOQ. This additional option does NOT scale with the number of expertise areas in the SOQ since this narrative is just about Project Management.