



County of Sacramento

March 13, 2023

To: Prospective Proposers

From: Sherrie Antonio
Airport Economic Development Specialist
Sacramento County Department of Airports

Subject: Addendum #1 – Executive Program Management Consulting Services Request for Qualifications and Experience - Sacramento International Airport

Addendum #1 to the Executive Program Management Consulting Services Request for Qualifications and Experience (RFQ&E) includes answers to questions received by the deadline.

The Sacramento County Department of Airports (Department) received ten (10) questions in response to the RFQ&E. Listed below are the submitted questions along with the Department's responses. The questions are represented in the original format exactly as submitted to the County. No spelling or grammatical corrections were made to any question.

1. On page 3 of 18 of the RFQ, there is reference to "FAA General Contract Provisions" included in Attachment 1. On page 2 of 6 of Attachment 1, the document states that "These goals are applicable to all of the Contractor's construction work ...". Please clarify that Attachment 1 is for information only and that the provisions are not applicable to the professional services provided as part of the Executive Program Management Consulting contract because they are not for construction work.

Answer: The goals for minority and female participation outlined in Attachment 1 are only applicable to construction work, not professional services. The FAA requires that Attachment 1 be incorporated in all Department solicitations regardless of the nature of services being sought; consequently, some provisions may not be applicable to the specific scope of services requested by the RFQ&E.

2. On pages 5 and 6 of 18 of the RFQ, in Section III Scope of Work, the descriptions imply the Contractor will be engaged in strategy, oversight, design coordination, contract and funding compliance and other professional services. Understanding that there will be a future separate PM/CM services procurement, please clarify the role of the Executive Program Manager in construction phase services and oversight of the PM/CM contract services.

Answer: The Executive Program Manager will directly support the Department in overseeing the PM/CM contract and is expected to provide assistance in drafting the solicitation and coordinating the evaluation process, negotiations, and ultimate award of the contract. The Executive Program Manager will also assist the Department in the day-to-day management and coordination of the PM/CM contractor and other sub-contractors during construction.

3. On page 9 of 18 of the RFQ, it states that content should be no smaller than 12-point font in Verdana and on 8.5"x11" paper. Would the County take into consideration having graphics, such as tables, organization charts, etc., be on pages larger than the indicated size such as 11"x17"? If not, is it possible to have some pages be landscape?

Answer: Yes, the organization chart and fee schedule will be accepted in landscape format and on paper that is 11" x 17" and tri-folded to fit into the bound proposal.

4. Would the County take into consideration having graphics, such as tables, organization charts, etc., utilize a font different from Verdana and smaller than 12-point?

Answer: Yes, fonts for graphics that are neither in Verdana nor at 12 point will be accepted.

5. On page 10 of 18 of the RFQ, in section VIII Minimum Qualifications, please clarify that the reference to "three (3) large capital projects with contract value exceeding \$250 million each ..." applies to the dollar value of the overall project or construction cost and not to the consultant's professional fees associated with the project.

Answer: The minimum qualifications requirement of \$250 million for capital projects applies to the dollar value of the overall project or construction cost.

6. On page 13 of 18 of the RFQ, in Section XI Proposed Fee Schedule, there is a request for a "proposed Fee Schedule for the total potential seven (7) year term." Please confirm whether that item is requesting a projected rate schedule or a year-by-year estimate of projected fees for the entire team? If the intent is for the latter, that would be challenge and require a large number of assumptions about the program schedule and detailed resource requirements.

Answer: This item is requesting a projected rate schedule.

7. In Attachment 2 of the RFQ, Exhibit B to the draft Agreement specifies insurance requirements. Please confirm the requirement for \$25 Million of general liability coverage. We would request consideration of a limit of \$10 Million which is more in line with other similar national engagements.

Answer: The insurance requirements in Exhibit B are established by County Risk Management and are not typically negotiable. However, these requirements will be discussed and addressed with the selected contractor.

8. What is the Department of Airports' definition of a Change or Partnering Manager? (RFQ&E Section X.C.2)

Answer: The change or partnering manager is expected to facilitate partnering sessions among all Department staff, design and project management consultants, and construction contractors involved in SMForward to facilitate change management, create and coordinate space for communication, share information, and resolve issues.

9. Does advanced degree mean master's degree or greater? (RFQ&E Section VIII)

Answer: Yes. An advanced degree means a master's degree or higher.

10. Will the Department of Airports consider reducing the insurance limits for Commercial General Liability to \$2,000,000 and Professional Liability to \$2,000,000? (RFQ&E Attachment 2, Exhibit B Section IV)

Answer: The insurance requirements in Exhibit B are established by County Risk Management and are not typically negotiable. However, these requirements will be discussed and addressed with the selected contractor.