

Solicitation Addendum

Solicitation Number: **2021-1514**
Solicitation Description: **Outside Legal Services, Request for Proposals (RFP)**
Solicitation Due Date and Time: **31 August 2020 at 2:00pm PST**
Addendum Number: **01**
Addendum Date: **18 August 2020**
Purpose of Addendum: **Address questions and clarifications to the RFP**
Contract Contact: **Jamell Woodard, Contracts Specialist**
jwoodard@actransit.org | 510.891.7258

NOTICES

In light of the ongoing limitations related to the COVID-19 worldwide pandemic, and the related California State, Alameda County and Contra Costa County Health Department stay at Home Orders, we are in the process of adjusting schedule and submission procedures to accommodate social distancing guidelines and quarantine requirements. Please continue to check <https://actransit.org/purchasing/acpronet> to see revised information as current events evolve.

INSTRUCTIONS

1. Return one (1) properly executed copy of this Addendum with proposal submission. Failure to sign and return this Addendum may result in the rejection of Offeror's proposal.
2. Carefully read, review and adhere to all notices, instructions and changes to the RFP in this Addendum.
3. Following are the District's revisions to the RFP.

*Except as modified below, all other terms and conditions remain in effect. Strikethrough text represents deletions from the original RFP, and **bold/italicized/underlined text** represent additions to original RFP text.

QUESTIONS AND CLARIFICATIONS

Question 1: To confirm – both an electronic (email) Response **and** hard Response copy (2 copies [1 original + 1 copy] and Flash Drive) are required for complete submission.

Response: *Please note, the hard copy response is required for all submissions. The email submission is the preferred submission method though optional. This method is being extended based on the current S.I.P. conditions.*

Question 2: Is the AC Transit District office at 1600 Franklin Street, Oakland, CA 94612 open at full capacity/normal hours during the pandemic for walk-in deliveries?

Response: *The front lobby is open for walk-in deliveries at the Security Desk. Please ensure to properly label the package(s) to the attention of Ms. Jamell Woodard, indicating the name of the firm, the RFP #, the title of the RFP project, and the deadline date. The Security Official will note the date and time of acceptance of the package(s) and provide proof of delivery at the time of delivery.*

Question 3: Need clarification on page limits – Although LFLM acknowledges AC Transit wants clear concise proposals - Are we correct in our interpretation that there is no page limit on the overall Proposal, but limits on the different sections? Page 5, 3. Proposal Content, 3rd paragraph states, "...District is not specifying a page limit for the overall Proposal submission..."; Page 6, 2. Tab 2 –Technical Proposal, b. Technical Ability to Perform Required Services states, "(Please limit response to ten (10) pages)."; Page 6, 2. Tab 2 – Technical Proposal, d. Minimum Qualifications states, "Proposals shall be limited to a maximum of twenty (20) pages including five (5) resumes and rates of key players..."

Response: *Yes, this is correct.*

Question 4: Can more than five (5) attorneys be proposed for work with AC Transit district or is five (5) the maximum? Page 6, 2. Tab 2 – Technical Proposal, d. Minimum Qualifications states, "... including five (5) resumes and rates of key players..."?

Response: *Yes.*

Question 5: Can Proposal be signed with an electronic (handwritten) signature or must it be a "wet"/original signature?

Response: *Yes, an electronic signature of an authorized signatory is acceptable.*

Question 6: Page 3, B. Registration into System for Award Management - This section states, "This registration is sometimes referred to as "self-certifying" your small business." LFLM would not qualify as a "small" business, will that affect our SAM registration?

Response: *No, it does not. The SAM is for businesses of all sizes. The 'small business' designation is optional.*

Question 7: Page 3, B. Registration into System for Award Management, 3rd bullet point: “Original signed notarized letter stating the registrant is the authorized Entity Administrator.” Not sure what this document is or should be. Is “the registrant” considered LFLM or would “the registrant” be the individual registering LFLM in SAM? Should a document be created and notarized confirming this or are you looking for partnership (LLP) certification? Not sure what we need to provide for this?

Response: The designated individual for LFLM must be authorized by the entity to register the entity in the system. The government usually just requires entities to have such authorization documentation on file in the case any issues arises.

Question 8: Is Proposer able to submit a response to one area under Subject Practice Area? Eg: EMINENT DOMAIN only.?

Response: Yes.

Question 9: Is Attachment “A” to be completed for each bid PRACTICE AREA or 1 Attachment “A” for the complete RFP response?

Response: The District has no stated preference; whichever method makes it clearer for the Offeror to describe its services.

Question 10: Is same completed Attachment “A” to be included in both Tab 2 and Tab 4?

Response: Please reference response to Question 9.

Question 11: Please clarify page length of proposal. Tab b. states limit to 10 pages. Tab d. states limit to 20 pages.

Response: Please reference response to Question 3.

Question 12: We received an email with the RFP for getting on the District’s outside counsel list. I’m pretty sure that we’re already on the list, so do we need to reapply?

Response: Yes.

Acknowledgment of Addenda

The undersigned acknowledges receipt of the following addenda to the RFP document: Addendum No. 1. The completed acknowledgement of addenda form should be returned with proposal response package; not sent to the District separately. **** NOTE: Failure to acknowledge receipt of all addenda may cause the proposal to be considered non-responsive to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with the proposal.**

Name of Offeror

Street Address

City, State, Zip

Signature of Authorized Official

Date