

## Questions & Answers: RFQ for On-Call Consulting Services

The following questions were submitted prior to the closing period for questions noted in the RFQ, May 22, 2026 at 5pm. Our responses are below and have been posted on our website prior to June 1 at 5pm, per RFQ instructions.

- 1. Regarding the estimated fee schedule, in addition to primary staff, would you also like rates for support staff?**

The RFQ asks for rates for primary staff, but the intention is that we have a sense of rates for any staff whose time you plan to bill to GRTA. Some firms build administrative or support staff costs or fixed expenses into their primary staff rates; others bill separately. Either approach is acceptable, we just need to know what pricing to expect on your invoice. The charges on your invoice for work you bill to GRTA need to match the rate sheet and your rates will become part of the contract.

- 2. Regarding the estimated fee schedule, would you like one rate per person for the period between 2026-2030, or may we provide rates for each calendar year?**

Please provide rates for each calendar year in the contract period (2026–2030), per staff person. This allows us to understand anticipated escalation over the contract term.

- 3. Do the billing rates provided need to be in a format of salary + indirect cost rate + profit? Or do you just want a number?**

Some firms build administrative or support staff costs or fixed expenses into their primary staff rates; others bill separately. Either approach is acceptable, we just need to know what pricing to expect on your invoice. The charges on your invoice for work you bill to GRTA need to match the rate sheet and your rates will become part of the contract.

- 4. Regarding the contents for the statement of qualifications, can you confirm the requirements for the executive summary section? There is no text in the RFQ. For example, are you requesting an executive summary of our team, or an executive summary of our statement of qualifications?**

There are no specific requirements for the executive summary section. Firms may use this section at their discretion to provide a brief overview of their team or qualifications.

- 5. Will the consultant's rates from 2026-2030 be considered as part of the selection process?**

The evaluation criteria listed in the RFQ do not include cost as a scored factor for selection into the consultant pool. However, GRTA will consider overall task order pricing and agency budget when assigning task orders among qualified pool members.

- 6. The RFQ states to include the fee schedule in a separate envelope but also states to email the RFQ package directly to you as a PDF. Could you please confirm how you would like rate schedules submitted? Since this is an email submittal, would you like proposers to provide our fee schedule in a separately attached document?**

Please see Addendum 1, Modifications.

- 7. Is there a travel policy available?**

GRTA follows [CalHR Policy Manual Section 2203 – Allowances and Travel Reimbursements](#) regarding staff reimbursement, and will review proposed travel expenses on a task order basis in light of this general standard.

Please also see Addendum 1, Modifications.

- 8. Will the Agency accept a self-audited indirect cost rate supported by schedules and financials? [we don't have an audited overhead rate, and they are costly to get, so thought we would check]**

GRTA will request and review indirect cost audit information as required (1) where proposed pricing structure of proposers includes billing for indirect costs, and (2) for conformity with any applicable funding agency requirements as may be required. Where audit is required on the basis of third-party funding, GRTA will require same in order to assign a task order for work under that funding program. In all other cases, GRTA may accept self-audit where GRTA is reasonably satisfied that it properly demonstrates that indirect cost rates are proportional and fair. Where no indirect costs are billed to GRTA directly, and no funding requirements necessitate audit, GRTA will not require such information.

Please also see Addendum 1, Modifications.

- 9. The RFP states that a prime consultant and major team members must have “audits from the previous year showing their indirect cost rate.” Can the Agency please clarify:**
  - a. Does this mean a CPA audited ICR report, as required by the California Inspector General for A&E contracts over \$1M, or is an ICR schedule with FAR**

references that is based on CPA audited financial statements sufficient? If the former, is a Cognizant Approval Letter acceptable?

- b. Does this mean the hourly fee schedule requested now must be based on actual hourly rates plus ICR and fee (i.e., “10-H” style), or may the initial fee schedule we submit be our normal, fully burdened rates?
- c. Do any items related to our indirect cost rate need to be submitted prior to master contract negotiation, or only for specific task orders, as needed?
- d. What is the participation threshold for “major” team members?

Respondents are not required to submit any indirect cost rate calculation information at this time. If any respondent includes indirect cost recovery items in its billing rates, GRTA will require substantiation to its satisfaction of such rates prior to issuance of any task order to that respondent.

Please also see Response to Questions # 1, 3, and 8; Addendum 1, Modifications.

**10. Does the Agency intend to select a single consultant/team per category, or will multiple consultants be selected for each service category?**

The RFQ does not organize selection by service category. GRTA intends to select multiple consulting firms into an on-call pool, and individual firms are not expected to cover all service areas. As stated in the RFQ: firms should prepare proposals based on services they can competently satisfy and for which they have relevant experience. It is not expected that every consultant will attempt to demonstrate qualifications for each service listed. Each selected consultant will then be eligible to perform work for the Agency as needed for specific projects.

**11. For the service categories identified in the RFQ, does the Agency prefer that firms assemble multidisciplinary consultant teams that collectively address all services within a category (i.e. Environmental Services, Hydrology and Drainage” etc.), or may firms submit qualifications solely for the bulleted services they provide in-house? For example, under Environmental Services, “Abandoned mine land and legacy contamination site assessment and regulatory coordination under applicable state programs” is listed. Our firm can provide regulatory coordination, but not contamination site assessments. Would the Agency prefer that we add a subconsultant to our team so our SOQ would cover all services under that category?**

Either approach is acceptable. The RFQ explicitly welcomes firms that can provide all or a portion of the listed services. Firms should propose the services they can competently satisfy and for which they have relevant experience — there is no requirement to assemble

a team that collectively covers all services within a given category. However, if assembling and managing a team of subconsultants is part of your company's expertise, you may want to note that in your proposal as a skill and describe relevant experience. Using the example provided in the question, a firm that can provide regulatory coordination but not contamination site assessment is not required to add a subconsultant to cover the full list. Simply identify in your cover letter which services you are qualified and interested in providing. The Agency will assign task orders based on the qualifications of pool members relative to the specific work at hand, and the scope of any given task order may include only a portion of the services listed under any category.