

**Invitation for Bid**  
**IFB No.: RFX16-24**  
**Authority's Responses to Offeror's Questions, No. 1**  
**August 18, 2017**

1. Who is the 24/7 contact person to authorize emergency repairs?  
*Answer: That information will be provided to the selected Contractor at or before kickoff meeting.*
2. What is their contact number?  
*Answer: That information will be provided to the selected Contractor at or before kickoff meeting.*
3. Who is the back-up person?  
*Answer: That information will be provided to the selected Contractor at or before kickoff meeting.*
4. What is their contact number?  
*Answer: That information will be provided to the selected Contractor at or before kickoff meeting.*
5. Current list of occupied properties and rental rates?  
*Answer: This will be provided to the selected Contractor at or before kickoff meeting. An updated version and the excel file will be provided to the Contractor. High-Speed Rail (HSR) staff is also developing a more detailed record of leases and tenants.*
6. Are tenants current on rents? Or delinquent?  
*Answer: This will be provided to the selected Contractor at or before kickoff meeting.*
7. Are we responsible on collecting on current delinquent rents? Or evictions?  
*Answer: Selected Contractor will be responsible for collecting rents and handling eviction proceedings. See the scope of work, Section 2.5.11, "Tenant Services."*
8. Can we use same system for collections as State of California uses for delinquencies? That is going after State refund checks?  
*Answer: The Authority will have to work with the selected Contractor to determine collections methods.*
9. If we have to evict a delinquent tenant do we use the same process the State uses? Highway Patrol to remove possessions?  
*Answer: California Highway Patrol (CHP) or local Sheriff Office will be contacted for unlawful detainers.*
10. How are the funds supposed to be sent to HSR by overnight mail or courier?  
*Answer: Funds received are to be forwarded to HSR's Financial Operations Section. Overnight mail preferred.*
11. When will current tenant be notified of new property Management Company?  
*Answer: The selected Contractor to take on this task, following discussion with the Authority Contract Manager (ACM).*

12. When will current tenants be moving and how will we be notified and who will notify us? We don't want to leave the property not boarded or protected.

Answer: The notification will come from the ACM. The procedure is that the Right of Way Acquisition Consultant (ROW-C) prepares a property for delivery. The Authority will walk through that procedure with the selected Contractor at the kickoff meeting and discuss how notification will be incorporated in the procedure and provided to the Contractor.

Tenants moving will be done on a case by case basis depending on the property. The ROW-C will prepare a property management plan and will share that with the selected Contractor; it will include dates for vacating the property and when board ups should take place. The inventory of leases will indicate end dates.

13. The security company wants to know what they can use: Pepper spray? Baton? Hand-cuffs? Dog?

Answer: The requested security services are primarily watching property; Sheriff or local law enforcement should be called for anything requiring intervention.

14. Do you prefer the improvements be torn down, re-rented, or sold?

Answer: That depends on the circumstances of individual properties. A property management plan will develop by the selected Contractor or the ROW-C, which will outline the preferences for individual properties.

15. How often can we bill you for services? As each vendor submits an invoice? Or weekly? Monthly?

Answer: Details for billing are in Exhibit B, Budget Detail and Payment Provisions. Invoicing procedures will also be discussed at the kickoff meeting.

16. Since we are required to have a staff person on call 24/7 do we charge you for that person's availability for the 24/7?

Answer: No. The contract requires that a telephone line be available 24/7, not a person. Response to emergency situations will vary; the skill set needed to respond to particular emergencies may be very different so it's unlikely that one person would be able to respond to everything.

17. Will employees need HSR Certified orientation? If so, which employees need this? Could you please send information on how to sign up?

Answer: HSR safety training will be required. In addition, the selected Contractor will need to prepare a Safety Plan that addresses the Authority's requirements for safety practices. HSR's Safety and Security group will provide the guidelines for the Safety Plan.

18. Is there access to more detailed maps?

Answer: Yes. The selected Contractor will have access to ROW maps.

19. The list of locations- is there a way to get the list in an excel sheet or word so we can use it to make folders and documents etc.?

Answer: Yes. The selected Contractor will be provided with excel spreadsheets and have access to ROWDES, the database used by Authority ROW.

20. Payroll- Do our sub-contractors have to send us their payroll once it is done? Is that part of receipts that you will need?

Answer: The Certified Payroll Reports (one original) will need to be sent on a weekly basis as work is completed to the Authority Contract Compliance Administrator. A Statement of Non-Performance when no work is done will need to be submitted as well.

21. Do we and our sub-contractors have to have a daily safety log?

Answer: The selected Contractor will need to prepare a Safety Plan that addresses the Authority's requirements for safety practices. HSR's Safety and Security group will provide the guidelines for the Safety Plan.

22. Do you have specific forms/or format that we need to use for documents? If so, can you please send them to me? Or do we need to make our own?

Answer: There is a specific format for invoicing; we will walk through that in the kickoff meeting. The State of California has standard lease and license forms. The Contractor will be developing other documents and forms with the ACM.

23. What type of bookkeeping systems is required? Or if there is a spreadsheet of sorts may we have the documents used to look over.

Answer: The selected Contractor will be developing bookkeeping, other documents and forms with the ACM. Following startup, the Contractor will coordinate reporting requirements with the ACM and HSR Accounting.

24. We would like you to drive all the properties with use to show us each property HSR currently owns or will own in the future so we can take photographs of each parcel for the file. When are you available to do that?

Answer: The ACM and the selected Contractor can schedule a tour after contract startup.

25. Construction Package 4 crosses the Kern County/Tulare County Line. DLSE identifies that there are differences in rates between counties. Also, Tulare County is in the identified "Northern Union District" whereas Kern is in the "Southern Union District". Again, classification rates vary. What is the direction from HSR as to the baseline rates to be used to ensure bids are comparable across the board? Please advise

Answer: The wage rate determination page on the Department of Industrial Relations website is a good reference to determine rates. <https://www.dir.ca.gov/oprl/2016-2/PWD/index.htm>