

Metro Gold Line Foothill Extension Construction Authority

REQUEST FOR PROPOSALS (RFP) C3011 SBE AUDIT SERVICES

406 East Huntington Drive, Suite 202
Monrovia, California 91016
Phone (626) 471-9050
Fax (626) 471-9049
<http://www.foothillgoldline.org>



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QUESTIONS & ANSWERS MATRIX #1

(see attached)

RFP C3011 Questions and Answers Matrix #1

1	The Scope references audits of Design-Build and CMAR contracts. Please identify the number of active contracts anticipated to require SBE audit services during the initial contract term and the approximate construction value of each contract.	We expect there will be one CMAR contract with a construction value of approximately \$500M.
2	Approximately how many prime contractors, subcontractors, and lower-tier subcontractors are anticipated to be subject to SBE compliance monitoring and audit activities annually?	There is one prime contractor at this time. We do not have an identified number of subcontractors since we are in the pre-construction phase of the CMAR process. We expect there could be between 50 and 100.
3	Please identify the incumbent consultant, current contract number, current authorized contract value, amount expended to date, and current contract expiration date.	GCAP Services, Inc. currently provides these services under C1145. The original contract was executed in 2011; typically the contract has been extended by 12 month extensions with an amended NTE value of \$874,865. The latest amendment extended the term to 6/30/2027.
4	Please provide the anticipated annual budget, estimated level of effort, or anticipated labor hours associated with the services contemplated under RFP C3011.	We are requesting that proposers submit an estimate and price based on the RFP Scope of Services. The Authority will not be providing an annual budget, estimated level of effort or anticipated hours.
5	Please identify the compliance tracking, document management, reporting, and project management systems currently utilized by the Authority and/or project delivery teams, and clarify whether the Consultant will be responsible for system administration, data entry, reporting, auditing, or maintenance activities within those systems.	Small business commitments, payments and disputes are tracked by the incumbent using a web-based system. The system also tracks the project SBE goal, generates several reports, and provides other related small business vendor information. Document management - The Authority has a web-based project management system called Trimble Unity Construct (formerly known as e-Builder) that contains a document management tool. All project documents are uploaded and stored there, including construction management documents, cost and schedule documents, project invoices, etc. The successful proposer will be required to upload SBE Program deliverables to this site, which includes monthly and quarterly SBE Utilization Reports. Reporting – Monthly and Quarterly SBE Utilization Reports are completed by the incumbent. Reports consist of SBE payment and utilization data and calculations, SBE

		certification status and related dates, work areas with opportunities for SBE participation, etc. The incumbent also completes quarterly payment reconciliation and dispute resolution based on disputes identified by SBE subs in the web-based system. Project Management – Project management tools utilized by the Authority include the e-Builder system (Trimble Unity Construct).
6	Can the Authority provide examples of reports, audit findings, dashboards, presentations, or other deliverables prepared under the incumbent contract that are representative of the services expected under RFP C3011?	Reports typically submitted include the following: • SBE Monthly Utilization Reports • SBE Quarterly Utilization Reports • Small Business Outreach Materials • Updates to Small Business Enterprise (SBE) Program • Updates to SB project goals • Board Presentations Additional small business related documents
7	In Section 2.2(b), you reference Exhibit E to the Contract as the location of the Form 60s. Is that correct?	The correct reference is Exhibit B to the Contract; please see the Form of Contract posted to the Authority's website.
8	Can you clarify how flash drives should be submitted?	Please see RFP Section 1.4.3. Five flash drives as described in the first paragraph in one sealed package. Three flash drives as described in the second paragraph in a different / separate sealed package.