

Clarification Question and Answer

- 1. Pg. 4 of the RFP Chapter 4. Detailed Scope of Work and Management Approach requires a detailed management approach to complete the tasks, including;**

Detail on how to complete the tasks and timeline for completion

The personnel assigned to these tasks, with billable rates and total cost per task

The number of hours assigned per person per task

Total cost of all tasks proposed;

and that “the proposal should include a staffing plan and an estimate of the total hours detailed by position.” Chapter 6. Project Budget appears to request this content, as well. **May the above items in Chapter 4. Detailed Scope of Work and Management Approach be submitted in table format in Chapter 6. Project Budget, only?**

Yes, the information required in Chapter 4 and 6 can be combined. Please reference the table number in Chapter 4 to ensure ease of evaluation.

- 2. Can the City please verify, if the 30 double-sided page limit translates to 60 pages total content front and back (30 written pages) or 30 pages total content front and back (15 written pages)?**

The 30 double-sided page limit translates to 60 pages total or 30 written pages front and back.

- 3. May Chapter 8. Professional Service Contract be considered supplemental information and excluded from the page limit?**

Yes, the City only requires a confirmation that the consultant is willing to accept the Professional Service Contract as is or with the mutually agreed upon minor adjustments.

- 4. In order to support continued social distancing measures given the ongoing COVID-19 pandemic and the Regional Stay at Home Order that recently went into effect across the Bay Area, would the City consider accepting electronic proposal submissions via email or consultant-provided FTP link for this bid? This would allow proposers who are working from home to avoid having to travel into the office to produce the hard copy proposals.**

Due to the Regional Stay at Home Order. The City is willing to suspend the hard copy requirement. Please submit the proposal electronically to the contact information in the proposal. The City will accept FTP links and flash drives mailed to the contact in the RFP.

- 5. Section 2.3 Final Payment of the Professional Services Agreement states: "The City shall pay the five percent (5%) of the total sum due pursuant to this Agreement within sixty (60) days after completion of the services and submittal to The City of a final invoice, if all services required have been satisfactorily performed." We do not see anything in the agreement related to retention. Can the City please clarify what this 5% of the fee pertains to?**

Section 2.3 of the sample contract was carried over from a previous contract project and was incorrectly applied to this proposal. The Sample Contract has been corrected in the RFP to remove Section 2.3. The City does not anticipate retaining the chosen consultant after the study has been completed.

- 6. Would the City consider reviewing the consultant's insurance policy for compliance prior to submission?**

Yes, please forward insurance policies to Juliana Lucchesi jlucchesi@mtshastaca.gov for review.

- 7. Will the City need the Consultant to do any work to help it prepare ATP grant applications?**

No, grant writing is not part of the project. Conditions of the Sustainable Transportation Planning Grant which funds the project forbids the chosen consultant from working on grant applications for the City.

- 8. Will the City Active Transportation Plan need to be finished in time for the 2022 ATP funding cycle?**

The Request for Proposal is to conduct and complete a transportation study. The final adopted study would be used to update transportation Planning documents such as the General Plan Circulation Element, Active Transportation Plan, and City Street Design Standards. The RFP does not include the writing and updating of these planning documents.

The City is actively looking into projects for the 2022 ATP funding cycle but it is not part of this transportation study project.

- 9. Does the City expect the consultant to create material that will help the City prepare and submit grant applications for active transportation and standard transportation funding sources? If so, what items are desired?**

The Transportation Study will not include grant writing or application preparation.

Information collected and created as part of this project will be used in other planning documents and projects. The data, engagement tools, and final maps could be used in future grant applications with source citations.

- 10. Longitudinal Employer Household Dynamics (LEHD) data provides detailed data on home-to-work-to-home trips. It would be straightforward to augment government-supplied LEHD data for the study area and create a detailed picture of such trips in the study area. Is there any reason the City would not like to see this in the proposal?**

The type of data to be included in the study will be up to the City and chosen consultant. The City does not have a position on what specific data is needed for the final study and will rely on the recommendations of the chosen consultant.

11. The RFP requires that special outreach be done for disadvantaged populations but does not define “disadvantaged”. With the small study area, the presence of COVID, and the state-of-the-art in public engagement requiring special outreach to enlist underserved populations, special outreach could conceivably be done for a great portion of the study area population. Can you define “disadvantaged”? If “special” outreach was done for the general population, would the disadvantaged populations require something different?

The term “disadvantaged” is defined and discussed on Page 2 of Exhibit A of the RFP “Scope of Work”. The information is associated with Assembly Bill 1550 and Proposition definitions.

A requirement of the Sustainable Transportation Planning Grant is to specifically ensure that disadvantaged communities are engaged in the project. Proposals should include information on how the consultant proposes to ensure that disadvantaged community members are engaged in this process.

12. Approximately how many parcels are in the City limits?

There are approximately 2,249 parcels in City Limits.

13. Approximately how many parcels are in the study area?

There are approximately 7,408 parcels in the study area. This includes the parcels in City Limits.

14. Should the consulting team assume that a portion of the overall budget will be utilized to offset the time of City staff? In other words, will the City be charging against the grant total for staff time and if so, by approximately how much?

The City has a required match for the grant and will be charging City Staff time as in kind match to the grant. City Staff time exceeding the match will not be charged to the grant amount.

15. The Webinar Q&A form indicates that up to \$12,000 should be set aside for TRC. Should the consulting team set those funds aside as a part of Task 3.1 or as part of a different task?

The funds should be set aside in Task 3.1. The total amount for the GHG portion will not exceed \$5,000.00 upon consultation with TRC Solutions, Inc. who will be performing the GHG portion in collaboration with the chosen consultant. The amount can be increased if desired by the chosen consultant. We have reduced the amount to ensure consultants have more budget to work with in the data collection area of the study.

TRC Solutions, Inc. would need vehicle type, count per vehicle types, and vehicle miles traveled to complete data analysis for the GHG portion and with a budget of \$5000.00. The chosen consultant in coordination with TRC Solutions, Inc. could expand this budget item to include more information if desired.

16. Has the City identified any existing transportation plans from other communities that the City considers models or inspirational examples?

The City has not identified specific transportation plans that it aspires to. The City does use Bend, Oregon, Truckee, California, Sandpoint, Idaho, and Telluride, Colorado as peer cities in general.

17. What is the deliverable you are seeking with the VMT benchmarking task?

The City would like to benchmark the VMT of the study area and City Limits to be used for future CEQA documentation to meet Senate Bill 743 and use as a community benchmark to measure success of VMT reduction goals, policies, and programs.

18. Can the travel demand model generate VMT estimates at the TAZ level?

The City is flexible in the data analysis area and would rely on the recommendation of the chosen consultant on whether to generate VMT at the TAZ level or another geographic unit. If the consultant would like to develop VMT estimates at the TAZ level that should be noted in the consultants project approach in their proposal to the City.