



**QUESTIONS AND ANSWERS FOR REQUEST FOR PROPOSALS FOR
ON-CALL TRANSPORTATION PLANNING, DESIGN, AND PROGRAMMATIC SERVICES**

Dated DECEMBER 8, 2022

Q1. Could the City share the anticipated size of the contract?

A1. The size of the contract is variable, based on City needs and available funding. The first anticipated Task Order is included as Exhibit F Educational Bike Safety Campaign for Young Riders with a total project budget of \$100,000.

Q2. Can subs be added after the award of the contract?

A2. Subcontractors may be added after award of the contract, but prior written approval of the City is required per Attachment B Sample Standard Contract Section 19. Assignment and Subcontracting: "Except as expressly authorized herein, Consultant's obligations under this Contract are not assignable or transferable, and Consultant shall not subcontract any work, without the prior written approval of the City."

Q3. RFP Section 4E. Work Plan - The work plan should indicate the consultant's ability to meet the requirements of the RFP as outlined in the Scope of Work. The plan should be simple, easy to read and follow, and address the objectives and specifications as listed in the Scope of Work. Particular attention shall be paid to how the consultant proposes to address matters of quality control/quality assurance and deliver work product within identified timelines. Since there is not a specific project attached to the overall On-Call Request for Proposal, can you please provide more information on how you want us to address this section or do you want a work plan that pertains to Exhibit F - Attachment B Grant Agreement?

A3. Please submit a work plan based on the Scope of Work outlined in the RFP rather than a work plan pertaining only to Exhibit F Grant Agreement. Proposals will be evaluated based on the proposer's approach to various items in the Scope of Work, including planning and design, trails programs, transportation demand management, public outreach and engagement, and grant writing. Responders to this RFP should demonstrate an understanding of the professional services required, the capacity to deliver these services, and the ability to tailor services to address specific issues.

Q4. Section F. Pricing - This section shall include the cost for requested services outlined in the Scope of Work. Since there is not a specific project attached to the overall On-Call Request for Proposal, can we send an hourly rate sheet instead?

A4. Please submit an hourly rate schedule.

Q5. For Section F. Pricing, since this is an On-Call and specific tasks have not been set, should the consultant, and any subconsultants, just submit an hourly rate schedule, or does the City have other requirements for the Pricing?

A5. Please submit an hourly rate schedule.

Q6. Can you please confirm that IF you choose to submit the response electronically, you are not required to mail it in as well?

A6. If a response is submitted electronically, it does not need to be mailed in as well.

Q7. The RFQ allots 25 points to Firm Experience. Our company is relatively new, but our staff has decades of experience. Will you consider/accept the team's experience as the Firm's experience?

A7. Firm experience will be evaluated based on the example of projects delivered for other agencies that are similar in scope and complexity to the anticipated Scope of Work, including details of roles and responsibilities of the proposed team that worked on such projects.