

**REQUEST FOR PROPOSAL FOR CONSULTING SERVICES FOR THE
PLACER COUNTYWIDE ACTIVE TRANSPORTATION PLAN**

Addendum #1 – December 21, 2023

Notice is hereby given that a recording of the pre-proposal conference held on December 14, 2023 at 10am via Microsoft Teams is now available on the PCTPA website at www.pctpa.net/rfp-rfq. The power point presentation is also available at the same link.

RFP Questions and Answers

Q: Should the cost proposal include standard rates, or rates broken down by overhead, fringe, profit, escalation?

A: Because there are federal funds on this project, rates should be broken down. This has been edited in the RFP.

Q: Can we use an original digital signature on the forms and letter?

A: Yes, digital signatures are acceptable, and I have added language to this effect in the RFP.

Q: The RFP states to follow the order in Proposal Format and Requirements and it also states that project cut sheets are not in the page count and should be in an Appendix. Please confirm the context in 6: Reference Projects should be placed in the Appendix.

A: Per the RFP, Section 6 should include information for each reference including client's name and address, point of contact (name, telephone number, and email), and period of contract performance. This information should be included in the Proposal Format and Requirements and is included in the page count. You may choose to put the information for all three projects on one page, then put cut sheets for the three projects in the appendix that goes into more detail (as well as other example projects should you wish to include them).

Q: Are the forms in the page count?

A: Forms are not included in the page count.

Q: Can you please provide Attachment C – DBE Forms?

A: The DBE forms are actually included after the master agreement in the "Master Agreement and DBE Forms" but aren't labeled as Attachment C. For clarity, I have renamed Attachment C in the RFP to "Forms" and have changed their reference in the Master Agreement as well. In doing this, I also discovered that Form 10-H is incorrectly included in Attachment C. This has been removed.

Q: Please confirm what forms we need to submit from Attachment C – DBE Forms?

A: The following forms should be submitted with your proposal:

- Exhibit A: Levine Act Disclosure Statement
- DOT Exhibit 10-O1: Consultant Proposal DBE Commitment
- DOT Exhibit 10-O2: Local Agency Proposer DBE Commitment
- Sample Cost Proposal 1: For Cost Plus Fixed Fee Contracts (***please include this form inside your sealed cost envelope***)

The remaining forms are there for informational purposes and may be required to submit if awarded the contract. I have noted in the list of forms in Attachment C which ones should be submitted with your proposal.

Q: You have a very extensive community engagement task. Is there anything outside of the RFP that we should know about? Please clarify what you are looking for in regards to pop-up events, surveys, translation of documents, etc.

A: Regarding language translation, PCTPA is required per our Title VI program to make documents available in Spanish and Tagalog. What we usually do on outreach efforts is to translate some materials (fliers and poster boards, etc) into Spanish, and then offer Tagalog translation upon request. We also anticipate doing this (upon request) for Russian too unless there is an identified need. We are going to be targeting our outreach to rural communities and underserved communities. PCTPA has had success with pop-up events and online surveys in the past with our RTP outreach and intend to use these in the ATP efforts.

Q: The scope states that multiple bicycle, pedestrian, and NEV projects will be identified for each jurisdiction. Placer’s jurisdictions vary in size the concentration of population. Is the intention to identify five projects for every jurisdiction in addition to ten projects countywide? This could add up to over 50 projects plus cut sheets and two detailed drawings of projects for each jurisdiction.

A: Yes, that is correct; however I will amend this to say that we intend to have up to five projects per jurisdiction. The jurisdiction might affect the number of projects. For example, due to Colfax and Loomis’ small size, they may not have five projects within their boundaries to include.

Q: I’m interested in PCTPA’s willingness to do resource sharing in regards to outreach events. What is PCTPA willing to do internally for outreach and what should the consultant plan to budget for?

A: PCTPA staff can take the lead in staffing in-person and pop-up events. Consultants should play an “organizer” role by preparing outreach materials, organizing events and contacting event leads, and helping to promote the outreach efforts. Consultant staff in most cases will not be needed to attend events in person, with one exception. If Spanish language translated is needed we will need someone to attend in person. I would anticipate that if it is needed, it would probably only be once. For virtual events, we expect the consultant to organize and host these events completely, with PCTPA staff delivering the presentation and helping to field questions.

Q: What is the budget for this project?

A: The budget is a not-to-exceed amount of \$370,000.