

## November 18, 2022, Response to Questions for WCCTAC RFP 22-001

### SCHEDULE REVISIONS

1. With the Proposal deadline occurring so shortly after the Thanksgiving holiday and associated office closures, would WCCTAC be open to extending the Proposal due date by one week to Thursday, December 8th?

Due to the grantor's required deadline for completion, the development of this plan is under a tight time constraint. WCCTAC wants to maximize the amount of time available for planning work; therefore, we are unable to extend the proposal due date.

2. Please confirm that proposals are due on Thursday 12/1 as the RFP says Wednesday 12/1.

The proposal due date is Thursday, December 1 at Noon. Please refer to the revised dates in Table 1 below.

3. The interview date is set for Monday, January 2. Is WCCTAC willing to conduct interviews later in the week as Jan 2 is a holiday?

The date for interviews, if they are needed, has been moved to Tuesday, January 3, 2023. Please refer to the revised dates in Table 1 below.

TABLE 1: RFP SCHEDULE		
ACTIVITY	DATE/TIME	REVISED DATES
RFP issued.	Thursday, November 2, 2022	Thursday, November 2, 2022
Optional Pre-Proposal Zoom Meeting held via Zoom. Please register at: <a href="mailto:LGREENBLAT@wcctac.org">LGREENBLAT@wcctac.org</a> by 5:00 p.m. the day before the meeting to receive the meeting link.	Monday, November 14, 2022, at 3:00 p.m.	Monday, November 14, 2022, at 3:00 p.m.
Deadline for proposers to submit questions. All questions must be directed by email to the Sole Point of Contact.	Wednesday, November 16, 2022, at 3:00 p.m.	Wednesday, November 16, 2022, at 3:00 p.m.
Final Addendum issued, if necessary. Proposers may sign up for RFP email notifications at: <a href="mailto:LGREENBLAT@wcctac.org">LGREENBLAT@wcctac.org</a>	Friday, November 18, 2022, 3:00 p.m.	Friday, November 18, 2022, 3:00 p.m.
Proposal PDF Due Date. LATE SUBMISSIONS WILL NOT BE ACCEPTED. Upload PDFs to: <a href="https://www.dropbox.com/request/h88gy55oQQvaA5d6RvTs">https://www.dropbox.com/request/h88gy55oQQvaA5d6RvTs</a>	Wednesday, December 1, 2022, at Noon	Thursday, December 1, 2022, at Noon
Six Hard Copies of Proposal Due at WCCTAC Offices: 6333 Potrero Ave., Suite 100, El Cerrito, CA 94530		Friday, December 2, 2022, at 3:00 p.m.
Anticipated Proposal Review. Selection Review Panel evaluates proposals and develops short list of firms to interview, if necessary.	December 2-22, 2022	December 2-22, 2022
Interviews, if necessary.	Tuesday, January 2, 2023	Wednesday, January 3, 2023
Anticipated Final Evaluation and Determination of Top-Ranked Firm.	Thursday, January 13, 2023	Thursday, January 13, 2023
Anticipated WCCTAC Board Authorization for Executive Director to Negotiate and Execute Contract	Friday, January 27, 2023	Friday, January 27, 2023
Anticipated Contract Commencement.	Wednesday, February 1, 2023	Wednesday, February 1, 2023

## CHANGES TO SUBMITTAL REQUIREMENTS

4. Due to the upcoming holidays, we kindly request the West Contra Costa Transportation Advisory Committee accepts electronic submittals via email or secure file transfer for responses to the RFP NO. R22-001 Richmond Parkway Environmental Justice and Regional Mobility Plan. At a minimum we would like to request the acceptance electronic submittals with corresponding tracking information to be deemed responsive in case the hard copies are delivered after the RFP closing period.

Is there an electronic option for submission of our proposal, or is there no alternative to the hard copy submission?

Can WCCTAC remove the .DOCX electronic file requirement and only require one electronic PDF on the USB drive for the Technical Proposal?

Given expected postage delays around the extended holiday season, as well as sustainability goals to minimize the use of physical and fossil fuel resources when possible, would WCCTAC consider accepting electronic submissions via e-mail for all elements of the Proposal in lieu of multiple hard copies?

For WCCTAC RFP 22-001, WCCTAC will accept electronic submittals and still require six paper copies of the proposal. Word docx files are no longer required. See below for additional information.

WCCTAC has established a file sharing account with DropBox and has created a File Request folder where consultants can add their secure submittals. This DropBox file request folder is called Receipt of Proposals for WCCTAC RFP 22-001 and may be accessed at:

<https://www.dropbox.com/request/h88gy55oQQvaA5d6RvTs> All submittals of PDFs should be sent to this DropBox folder. A flash driving containing PDFs are no longer required and are no longer preferred.

Electronic submittals must be in PDF format. Two file submittals maximum may be submitted: 1) the primary application and 2) cost proposal. Electronic submittals continue to be due on Thursday, December 1, 2022, at Noon.

Six paper copies of the proposal are still required but may delivered up until 3pm on Friday, December 2, 2022.

## GENERAL QUESTIONS

5. Provide a list of pre-proposal meeting attendees.

WCCTAC did not take attendance at the optional pre-proposal meeting; however, the following people requested zoom links to attend the RFP pre-proposal meeting:

Name	Firm
Beverly Choi	ESA
Andrea Weathington	ESA
Enjoleah Daye	Alta

Carrie Modi	Fehr & Peers
Karina Schneider	Fehr & Peers
Meara Breuker	Fehr & Peers
Melanie Conrad	Fehr & Peers
Shel Leader	
Mike Iswalt	Kimley-Horn
James Dambrowski	Circle point
Mark Doty	TJKM
Colin Burgett	GHD
Erin Vaca	DKS
Sonia Sanchez	Toole Design
Jennifer Harpenau	Kimley Horn

- 6. As we have only become aware of this RFP, we unfortunately missed the pre-proposal meeting. Is it possible to share a recording of and/or list of attendees from the meeting?**

WCCTAC is not able to post a recording to the meeting on its website.

- 7. Can consultant teams provide listings of any lawsuits or litigation in an appendix and not have it count towards the 30-page limit?**

WCCTAC is making the following three changes so the listing of lawsuits, litigation and resulting actions are not counted towards the 30- page proposal limit.

**a. Page 21 Section II.2.E**

Describe the qualifications and expertise of your proposed team, including all subconsultants, in providing services for clients comparable to WCCTAC. Include a brief description of each firm's size as well as the local organizational structure. List principals and partners and specify the location of the office that will serve WCCTAC's needs. Include a discussion of each team member's capacity and resources. Provide reference contact information. (See References section for required information to provide.) ~~Additionally, this section shall include a listing of any lawsuit or litigation and the result of that action resulting from (a) any services provided by the proposer or by its subconsultants where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the proposer or its insurers within the last five years.~~

**b. Page 24 Required Forms and Certifications (Section II.2.H)**

**H. Forms and Certifications**

Proposers must provide, in their submittal, the following completed forms as required in the RFP Appendices:

TABLE 3: REQUIRED FORMS AND CERTIFICATIONS			
FORMS AND CERTIFICATIONS	SEPARATELY SEALED ENVELOPE	REQUIRED FOR PRIME CONSULTANT	REQUIRED FOR SUB-CONSULTANT
<b>Appendix D</b> – Exceptions to the WCCTAC Sample Professional Services Contract Form (if necessary)	–	✓	–
<b>Appendix E</b> – Levine Act	–	✓	✓
<b>Appendix F</b> – Insurance Requirement Form	–	✓	✓
<b>Appendix G</b> – Public Contract Code	–	✓	✓
<b>Appendix H – Lawsuit, Litigation &amp; Actions Form</b>		✓	✓

c. New Appendix H, inserted following page 82

**H. Lawsuit, Litigation and Actions Form**

**\*\*\*PRIME PROPOSER AND SUBCONSULTANTS/SUBCONTRACTORS MUST SUBMIT A SIGNED LAWSUIT, LITIGATION AND ACTIONS STATEMENT\*\*\***

**Include a listing of any lawsuit or litigation and the result of that action resulting from (a) any services provided by the proposer or by its subconsultants where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the proposer or its insurers within the last five years.**

**If no lawsuits, litigation or actions are applicable, sign and date here:**

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8. We note that CBOs (especially CHDC) are expected to play a key role on the project. Could you please expand on how you envisage the relationship between the Consultant and CBOs to work on this project? In particular, are both parties expected to jointly lead tasks, or will one party take the lead with the other party assisting?

We anticipate that the lead consultant will oversee all work. CHDC or other CBOs would serve as subconsultants and collaborate with the lead and other subconsultants, e.g., outreach consultants. The lead consultant would contract directly with the CBOs consistent with the Caltrans' grant requirements.

The scope of work, from WCCTAC's grant proposal included in the RFP materials, notes areas where we anticipated CHDC to participate. WCCTAC welcomes incorporating CBOs in additional elements of the planning process as well.

We understand that many CBOs may not be familiar with typical consulting practices and/or Caltrans grant requirements. We anticipate that the CBOs may need assistance from the lead consultant and both parties should account for this when preparing a proposal.

- 9. Would CBOs be considered subconsultants to the proposing firm or would they contract directly with WCCTAC? If the CBOs are envisioned as subconsultants under the proposing firm, would it be appropriate to describe their role in our approach and set aside a budget line item for them without requiring them to prepare forms, resumes, and other collateral for a proposal? Since many CBOs are small nonprofit organizations with limited staff resources, we strive to respect their capacity and save their time and attention for investing in the work at a later stage rather than in marketing materials.**

See responses above regarding the role envisioned for CBOs.

It would be appropriate to describe the CBOs role in the proposal's approach response and include approximate budgets for CBO services. CBOs at this stage do not need to prepare and submit forms, resumes, and other supporting collateral documents with the response to the proposal. As the selection process progresses, forms and supporting documents required by Caltrans may need to be obtained from participating CBOs.

- 10. Is the \$70,000 CBO payment set-aside specifically for CHDC? Or are you planning to reserve some of that for other potential partners?**

The \$70,000 set aside is intended for all CBOs that may be associated with the project. However, we are assuming that the lead CBO would have the most hours and would receive the lion's share of the funds set-aside. Other CBO, if utilized by the consultant, would most likely be for niche services for example Rich City Rides and/or Bike East Bay for organizing a community bike ride.

- 11. Can you provide some more detail on the contracting/payment agreement you have or plan to have with CHDC? Is there a contract already in place, or will something be finalized once the engagement plan is determined?**

CHDC, and any other CBOs, would be paid by the lead consultant in a manner similar to other subconsultants. CBOs like CHDC would be expected to track their hours and expenses and be reimbursed for their services. The lead consultant is expected to submit invoices for all work including sub-consultants that is consistent with Caltrans' grant requirements.

- 12. What role will the City of Richmond staff play in the management and administration of the project?**

The City of Richmond and Contra Costa County are both institutional partners on the Caltrans' grant application. WCCTAC staff will have the lead in the day-to-day management and administration of the project. Lead staff representatives from each organization were designated when the grant application was submitted. As needed, other relevant jurisdictional staff, will be requested to provide input throughout the plan's development.

**13. We note that page 32 of the RFP lists various 'big data' sources. Could you please advise whether WCCTAC will provide the Consultant with access to these data sources? Or will the cost of obtaining access to these data sources need to be borne by the Consultant?**

The Contra Costa Transportation Authority (CCTA) currently has a countywide subscription to StreetLight that the CCTA can make available to the consultant, but the consultant would be responsible for using the software (though the CCTA does provide training) on the project. INRIX for the Bay Area is made available to CCTA through MTC, and MTC can also provide a consultant access to the data. The cost of acquiring and processing data from other sources should be included in the proposal's cost.

**SUMMARY OF QUESTIONS AND ANSWERS FROM THE PRE-PROPOSAL MEETING ON NOVEMBER 14, 2022.**

**14. What is the role of the CBOs like CHDC in the engagement process and clarify CHDC's role relative to other CBOs that could be partners?**

Caltrans wanted to see a lead CBO included in the project. CHDC has a history of working with community members in the area and has the capacity to work on this initiative. The role of the lead CBO would be to coordinate the stakeholder advisory group and solicit input from other community groups and CBOs, and help the consultants to reach people

**15. What are future trends that could be incorporated into the work product?**

Below is a list of the topics that were noted during the meeting in response to this question:

- Bay Trail alignment
- Future development coordination and impacts
- I-580 HOV lane, Design Alternatives Analysis for the Richmond Parkway interchange, and open road tolling for the Richmond-San Rafael Bridge
- I-80 Design Alternatives Analysis study which expands on WCCTAC's High-Capacity Transit Study and the West County Express Bus Implementation Plan
- Richmond Parkway Transit Center utilization
- West County Wastewater District's Living Levee Study/Sea-level rise vulnerabilities
- Bay Area Air Quality Management District on-going West County study
- On-going maintenance responsibilities and funding concerns

**16. How do you see the role of land use in this study overall?**

We do not anticipate evaluating changes to land use or zoning.; though there could be opportunities to flag some areas to be considered for future changes. The focus, however, is on transportation improvements.

**17. Regarding teaming strategy and financing strategy, would including an economist be a valuable team member?**

An economist on the consultant team might be useful, but we do not anticipate that it would be a high priority for a team. If your team sees a clear need, we encourage you to make the case in your proposal.