

El Cerrito



Hercules

**Response to Questions and Addendum #1 for WCCTAC RFQ 2024-01:  
For On-Call Transportation Grant Writing and Grant Preparation Consultants  
with Supporting Outreach, Planning/Engineering and Analytical Related  
Services Bench**

Pinole

**QUESTION #1**

Would WCCTAC consider accepting an electronic submittal via email or secure file transfer in lieu of the three hard copies and a PDF file on a flash drive?

Richmond

**Response to Question #1**

Thank you for your question. WCCTAC prefers to have the three hard copies and the PDF. No changes will be made to the RFQ because of this question.

San Pablo

**QUESTION #2**

For the Cost Proposal section, can you provide additional details on the information you'd like us to provide? Are you looking for a rate sheet or a full budget? If a budget, what should be the assumed scope?

Contra Costa  
County

**Response to Question #2**

Thank you for your question. Because WCCTAC is seeking to establish a bench of consultants to utilize for future grant applications, there is not a known scope of work to develop a sample budget; therefore, a rate sheet is what the RFQ requires. However, based on the RFQ responder's past experience, it would be desirable to provide general information as to the range of costs that might be expected for preparing grant proposals. WCCTAC recognizes that grant applications range significantly in complexity; most likely WCCTAC would be interested in using consultant assistance for grant applications requiring moderate to moderately complex.

AC Transit

WCCTAC will make the following changes to the RFQ and issue an addendum:

BART

**ADDENDUM #1 TO RFQ 2024-01:**

The following changes and additions are being made to RFQ 2024-01. Strike through (~~strikethrough~~) represents deletions. Underline (underline) represents additions to the RFQ. When submitting responses to RFQ 2024-01, please acknowledge receipt of Addendum #1.

WestCAT

Addendum #1 applies to page 10 of the PDF in Section IV.A.6.

**6. Cost Proposal.** The cost proposal will not count towards the 20-page limit and should be submitted as part of the whole proposal. Task orders under this contract will be on a labor-hour contract, which provides for payment of the successful Proposer's allowable incurred costs, to the extent prescribed in the Task Order. The cost proposal must include a budget rate sheet comprised of a matrix with columns for hourly rates, classification, and name for all personnel and/or subconsultants involved for the work described in Section II above. Include billing cost method for any foreseeable extra charges, such as miles, printing, etc. The cost proposal must be presented in the applicable format for the method of payment.

WCCTAC recognizes that grant applications range significantly in complexity; most likely WCCTAC would be interested in using consultant assistance for grant applications requiring moderate to moderately complex applications. It would be desirable to provide general information as to the range of costs that might be expected for preparing grant proposals. Information could include costs associated with past work for specific recent grant work.

April 17, 2024

w:\new file org\funding & grants\bench of consultants\rfq prep\rfq questions\response to questions and addendum #1.docx