

RESPONSES TO CONSULTANT QUESTIONS ABOUT THE RFP – AUGUST 22, 2016

1. Does West Contra Costa Transportation Advisory Committee (WCCTAC) want public outreach meetings to be conducted in languages other than English? If so, is WCCTAC willing to provide the necessary translation services for the meetings and the related outreach materials?

Yes, WCCTAC wants public outreach meetings conducted in both English and Spanish as these are the most commonly spoken languages in West County. WCCTAC will not provide translation services and the consultant should budget for these services. The budget should include preparing materials and presentations in Spanish and English for large scale public outreach efforts. The TAC and Board meetings do not need a translator.

2. Does WCCTAC desire sign language interpretation at the public meetings, and if so, are they willing to provide it? **No**

3. Under Task 2 (Evaluation of existing West County non-ADA service network), can the WCCTAC clarify the purpose of collecting data on the organizational characteristics (i.e., staffing models, driver training schedule, maintenance costs and data base maintenance) and the organizational structures for the affected agencies?

In order for provider to receive its annual Measure J funding allocation, the Contra Costa Transportation Authority (CCTA) requires the provider to collect data annually. Currently, the data is only minimally analyzed and is self-reported. WCCTAC wants the consultant to meet with each provider and find out how data is collected, where data is stored, what systems are used, etc.

4. How many hard copies of the draft and final reports will WCCTAC need?

The WCCTAC Board will provide input and review the draft report and the final report. The consultant should provide 25 copies, as well as an electronic copy of each document. Additionally, for the final report, the consultant should also provide one single-sided color hard copy.

6. Will WCCTAC provide the facilities for the two workshops in West County or does the consultant need to budget for renting a facility for the two workshops in Task 4.1?

WCCTAC and the local providers will work closely with the consultant to identify convenient locations at minimal or no cost to any of the parties involved. There will be a need to set aside some funds for refreshments and a Spanish speaking translator.

7. Are shape files available for consultant use for the service area boundaries of existing ADA and non-ADA paratransit services?

Not prior to the selection of the consultant.

8. In Task 2 it is very clear that the focus is for "Measure J funded ADA and non-ADA services." The title of the Task 2 is "Evaluation of Existing West County Non-ADA Service Network." Is the task for both Measure J ADA and non-ADA service or just the Non-ADA network?

West Contra County has five paratransit providers funded under Measure J. Two of these providers are ADA-mandated, and three are local city non-ADA providers.

9. In Task 3, does the broader term "paratransit users" refer to both Measure J funded ADA and non-ADA paratransit users?

Yes.

10. Deliverable #4 language states "Travel Markets to Access Medical Services in and around West County" but the language in Task 3 includes both "medical and non-medical paratransit trips in and around the West County region." Does Deliverable #4 include travel markets for both medical and non-medical trips? Can the existing Measure J funded paratransit service providers provide data for existing medical and non-medical trip origins and destinations for a sample month?

*First clarification; there is a typo on number 3 in the Scope of Work, **Current Data on Trips and Gaps**. It should read "Deliverable #3" under the paragraph describing what data is being sought (it currently reads "Deliverable #4).*

WCCTAC seeks data on both medical and non-medical trips. The reason medical trips vs other types of trips are highlighted is to gain a better understanding on where people are seeking medical services in light of Doctors Medical Center closing.

WCCTAC does not know to what extent the current Measure J providers track data (some addresses are known medical locations) and it will vary between the providers. We can ask providers to select a specific month to do deeper data collection.

11. Is this RFP subject to federal funding and the federal cost principles relating to for-profit entities as set forth in Part 31 of the Federal Acquisition Regulations (FAR)?

No.

12. Can you clarify whether a cover letter and cover would be included in the 15 page count? A *cover letter will count towards the 15 page maximum, but the cover of a bound proposal would not count.*

13. If we place the schedule on an 11x17 page will that count as 1 page?

An 11X17 schedule page will count as one page.

14. If we include sub-consultants, should they provide 3 references as well?

No. Just addresses and a lead contact for the sub consultants are needed as well as a website if available.

15. Should the section called "Professional Services Contract" be included in the body of the proposal and will it be counted toward the page limit, or could we include this section in an appendix not to be counted towards the final page count?

No, it need not be included in the proposal. The Sample Professional Services Contract included with the RFP was for informational purposes only and will be part of the next step of the process, after a consultant is selected. WCCTAC's legal counsel discourages changes to the sample contract.

16. Is the 2-page section called "Additional Relevant Information" considered in the page limit? *Yes.*

17. You reference a "Countywide Accessible Transportation Strategic Plan." Could you provide more background on this (what has been done on this effort to date? What are the goals of this plan?)

This is a project being led by CCTA, the County and a small group of transit operators and non-profits. There are no details on the scope of work at this time, but their intent is to look at mobility management countywide and develop a plan to assure funding is more coordinated. The request for proposals for this project is not expected until after the November 2016 election. Peter Engel at the CCTA is the lead staff working on the project.

18. Regarding the selection process, is the list of evaluation criteria in a priority order? In scoring proposals, are weights assigned to each criterion?

There is no weighted scoring at this time. Once the proposals are received, there may be a scoring system developed.

19. Due to the interest specifically in medical trips: do the operators in West County classify trip data according to trip purpose?

WCCTAC does not know how or whether this data is captured. One of the goals of the study is to establish a consistent system of relevant data collection across all West County providers..

20. Under Section 3, Project Management, it is stated: "The draft final report will be brought to all three groups. The Final Report will be brought to the WCCTAC Board." Is it the responsibility of the consultant to present at these meetings, or will those presentations be performed by staff?

The consultants will be expected to present at all three groups and interact occasionally with each of them along the way.

21. Will the consultant be responsible for identifying and renting (as needed) public venues for Needs Assessment public outreach, or will WCCTAC and other paratransit partners identify and/or lease space for meetings? *See answer to Question #6 above.*

22. Do you envision the outreach to be included as part of existing WCCTAC or other community meetings, or as standalone events?

Most likely these are going to be stand-alone events or possibly tied into an existing non-WCCTAC event (i.e. senior center activity).