

El Cerrito



Hercules

April 19, 2018

ADDENDUM #1

TO

**REQUEST FOR PROPOSALS FOR PLANNING AND ENGINEERING SERVICES FOR THE WEST
CONTRA COSTA COUNTY EXPRESS BUS IMPLEMENTATION PLAN**

Pinole

WCCTAC RFP NO. R18-01

The West Contra Costa Transportation Advisory Committee makes the following modifications to its Request for Proposal issued April 6, 2018.

Richmond

Item	Location in RFP	Subject	Change
1.1	Throughout document	Day of the week of RFP Due Date	The due date is <u>Tuesday</u> May 1, 2018 at Noon, PT
1.2	Table 1: RFP Schedule	Day of week for Interviews, if necessary	If interviews with consultants are deemed necessary, the date is <u>Wednesday</u> , May 16, 2018. The time on that day is to be determined.
1.3	Table 1: RFP Schedule	Day of the week for Anticipated Contract Commencement	The anticipated day of contract commencement is <u>Thursday</u> , June 7, 2018.
1.4	2. Proposal Content and Format, A. General Instructions, First bullet	Submittal of both Doc/DOCX and PDF formats	For electronic files, proposals may be submitted in either DOC/DOCX <u>or</u> PDF formats.
1.5	New Appendix A.2	Caltrans Funding Agreement's Project Timeline	The new appendix is a subset of Appendix A and will be known as Appendix A.2. It contains the Project Timeline from WCCTAC's grant funding agreement with Caltrans. Proposed changes to the timeline by the selected consultant must be coordinated with WCCTAC and approved by Caltrans. The new Appendix A.2 is included below and

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Contra Costa
County

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BART

WestCAT

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			is posted on the WCCTAC website along with the other RFP documents.
1.6	Appendix C: WCCTAC Sample Professional Services Contract, Section 7.4, Licenses and Permits	Required business license	The last sentence of Section 7.4 is to be deleted: “In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from WCCTAC.”

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California Department of Transportation
Transportation Planning Grants
Fiscal Year 2017-2018

PROJECT TIMELINE

Project Title		West Contra Costa Express Bus Implementation Plan					Grantee	Western Contra Costa Transportation Advisory Committee											
Task Number		Fund Source					Fiscal Year 2017/18	FY 2018/19				FY 2019/20							
		Responsible Party	Total Cost	Grant Amount	Local Cash Match	Local In-Kind Match		J	A	S	O	N	D	J	F	M	A	M	J
1	Project Initiation																		
1.1	Administrative Kick-off Meeting with Caltrans	WOCTAC	\$1,078	\$954	\$124	\$0													Meeting Notes
1.2	Plan Management Coordination	WOCTAC	\$18,190	\$16,104	\$2,086	\$0													Project Team Meeting Notes
1.3	RFP for Consultant Services	WOCTAC	\$11,088	\$9,816	\$1,272	\$0													Copy of RFP and Executed Consultant Contract
1.4	Technical Advisory Committee	Consultant & WOCTAC	\$12,069	\$10,685	\$1,384	\$0													TAC Meeting Notes
1.5	Executive Leadership Team	Consultant & WOCTAC	\$3,180	\$2,815	\$365	\$0													Executive Leadership Team Meeting Notes, as needed.
1.6	Policy Advisory Coordination	Consultant & WOCTAC	\$1,590	\$1,408	\$182	\$0													Policy Advisory Committee Meeting Notes, as needed.
2	Public Outreach																		
2.1	Review Proposed Public Outreach Efforts and Adjust Plans as Needed	Consultant & WOCTAC	\$8,050	\$7,127	\$923	\$0													Meeting notes and updated outreach plan, if needed.
2.2	Development of Outreach Tools for Round 1	Consultant & WOCTAC	\$92,610	\$81,988	\$10,622	\$0													Webpage, online and paper equivalent of survey and interactive maps, bi-lingual postcard, West County mailing list, social media messages, press release, evaluation of media markets with list of targeted markets, and summary of outreach input collected.
2.3	Collect Community Input Round 1	Consultant & WOCTAC	\$71,195	\$62,316	\$8,879	\$0													Copy of outreach materials distributed, list of groups and employers contacted, summary notes from focus group(s) discussions and contact information for interested parties
2.4	Development of Outreach Tools for Round 2	Consultant & WOCTAC	\$60,930	\$53,941	\$6,989	\$0													Updated webpage, second survey and interactive maps with paper equivalents, online outreach material, press release, and if applicable outreach materials for various media markets and PowerPoint presentation.
2.5	Collect Community Input Round 2	Consultant & WOCTAC	\$60,570	\$53,623	\$6,947	\$0													Summary of public comments received from all round 2 public outreach efforts with information on how comments were addressed in the development of the final draft Express Bus Implementation Plan. Updated contact information list, and if applicable PowerPoint presentation.
2.6	Community Check Back, Round 3	Consultant & WOCTAC	\$1,287	\$1,139	\$148	\$0													Online notification to stakeholders of the final draft plan.
3	Express Bus Implementation Plan																		
3.1	Review Existing Travel Market Data and Recent Studies	Consultant & WOCTAC	\$12,025	\$10,646	\$1,379	\$0													Technical Memo
3.2	Draft and Final Markets, Routes and Stop Locations	Consultant & WOCTAC	\$55,500	\$49,134	\$6,366	\$0													Technical Memo
3.3	Pedestrian and Bicycle Connectivity and Gaps	Consultant & WOCTAC	\$23,495	\$20,800	\$2,695	\$0													Technical Memo
3.4	Identify Transit Preferential/Priority Treatments	Consultant & WOCTAC	\$36,520	\$31,446	\$4,074	\$0													Technical Memo
3.5	Identify Capital Investments Needed to Support Service, Cost Estimates, etc.	Consultant & WOCTAC	\$74,925	\$66,331	\$8,594	\$0													Technical Memo
3.6	Draft and Final Operational Hours and Schedules	Consultant & WOCTAC	\$12,950	\$11,465	\$1,485	\$0													Technical Memo
3.7	Operating and Maintenance Costs and Potential Funding Sources	Consultant & WOCTAC	\$16,835	\$14,904	\$1,931	\$0													Technical Memo
3.8	Marketing and Branding	Consultant & WOCTAC	\$49,950	\$44,221	\$5,729	\$0													Branding Strategy and Marketing Plan
3.9	Conceptual Review Meeting with Caltrans	Consultant & WOCTAC	\$1,254	\$1,119	\$135	\$0													Meeting notes
3.10	Draft Plan with Implementation Steps	Consultant & WOCTAC	\$32,990	\$29,206	\$3,784	\$0													Administrative Draft and Draft Plan and Implementation Steps
3.11	Operational and Management Agreements	Consultant & WOCTAC	\$12,025	\$10,646	\$1,379	\$0													Memorandum of Understanding
3.12	Presentation of Draft Plan to Review Bodies	Consultant & WOCTAC	\$8,371	\$7,411	\$960	\$0													PowerPoint Presentation; Meeting Summaries
3.13	Prepare Draft Final/West Contra Costa Express Bus Implementation Plan	Consultant & WOCTAC	\$21,890	\$19,379	\$2,511	\$0													Administrative Draft Final and Draft Final Plan
3.14	Presentation of Draft Final Plan	Consultant & WOCTAC	\$7,261	\$6,428	\$833	\$0													PowerPoint Presentation; Meeting Summaries
4	Fiscal Management																		
4.1	Invoicing	Consultant & WOCTAC	\$8,136	\$7,203	\$933	\$0													Invoice Packages
4.2	Quarterly Reports	Consultant & WOCTAC	\$8,136	\$7,203	\$933	\$0													Quarterly Reports
TOTALS			\$723,110	\$635,456	\$87,654	\$0													

Reimbursement of indirect costs is allowable upon approval of an Indirect Cost Allocation Plan for each year of project activities. Provide rate if indirect costs are included in the project budget. Approved Indirect Cost Rate: 0.0%

Note: Each task must contain a grant amount and a local cash match amount. Local cash match must be proportionally distributed by the same percentage throughout each task. Local in-kind match needs to be indicated where in-kind services will be used. Please review the grant program section that you are applying to for details on local match requirements. The project timeline must be consistent with the scope of work.