

- 1. The evaluation criteria includes 25 points for the "Price Proposal." The description reads, "Those that submit budgets that meet the fixed amount available will receive full points." The fixed budget (page 24) includes funding for the Needs Assessment, Draft Plan, and Plan Adoption totaling \$74,000; however, the scope of work states that the consultant will be expected to participate in outreach and preparation of materials. Since no budget is provided for community outreach in the fixed budget, how does a consultant obtain the full 25 points without going over to factor in the community outreach assistance?**

In the price proposal, the consultant should provide the percentage of their time projected to be used to participate in the community outreach IVCSA arrangements. That participation is a necessary function of the needs assessment, draft plan, and plan adoption.

- 2. If community outreach assistance is desired and there is a budget allocated to this task for the consultant, what does the District envision the consultant assisting with besides preparation of outreach materials? For instance, does the District wish for help strategizing and planning activities (i.e., preparing an approach, outreach plan, activities, and evaluating the results) or would the assistance be for boots-on-the-ground (e.g., in-person/online surveying, facilitating at in-person, socially distanced events or virtual meetings, etc.)?**

The District mainly would want assistance preparing materials, analyzing survey and workshop data, participating in interviews or listening sessions. There is not a need for help planning activities or putting together events.

- 3. The description for the "Prior Experience with Similar Projects" includes a sentence that reads, "Please limit the narrative to a maximum of two pages." Is the maximum two page limit for the entire section (i.e. all 3 projects must be included in two pages) OR is the page limit for each of the three similar projects (i.e., 1 project = max 2 pages, so 3 projects = max 6 pages)?**

It is 2 pages total to include all 3 projects.

- 4. Is there a maximum page limit for the "Work Plan" section of a consultant's proposal?**

No

- 5. Does the Noncollusion Declaration form need to be notarized?**

No

- 6. Where do we find the Acknowledgement of Addendums form? It is mentioned that it must be included with the proposal, but I can't seem to find it attached to the RFP.**

Please see Addendum 2: Acknowledgement of Addendums form.

- 7. Besides the project period, is there a schedule available (possibly the one included in the grant) that can be shared so we can see when the District desires to have tasks completed?**

Not at this moment.

- 8. For submission purposes, what is the max file size limit for the District's email server?**

50 MB

- 9. For scheduling purposes, when does the District anticipate interviews will be held?**

On or around October 8th, 2021.

**10. Does the price proposal need to be in a separate PDF document or email from the proposal or can they be included together in one PDF/email?**

All in one PDF, please.

**11. Regarding the "IVCSD Bidder Information & Credit/Work References Form..."**

- **Since it is an online form, when should this form be submitted? Before or after submitting our emailed proposal?**

Anytime before the deadline.

- **The RFP mentions to include these forms in our proposal. Since it is an online form, do we put a placeholder or statement in our proposal that we submitted the online form or do we need to print the form, scan it back into our computer, and include it in our emailed proposal?**

No just submit the google form, no need to include it.

**12. On the above noted form (pg. 15 - link to a Google form) – it asks for our *Lead Actuary* on the contract. Please clarify what is meant by this. Typically, it would be our Director-in-Charge - responsible for QA/QC.**

Yes Director-in-Charge or equivalent works for this section.

**13. Task descriptions (Project Deliverables) and budget allocation:**

- **Task 6: Draft Mobility Plan & Public Comment - please clarify reference to *Main responsibility: IVCSD***

*This is a typo, the main responsibility for Task 6 and 7 is the Consultant.*

- **Does the budget presented on page 24/67 represent the monies allocated for consultant assistance for the tasks indicated (Task 3, 6, and 7)?**

Yes, and the budget in the price proposal for Task 4 should be the consultant's anticipated percentage of time to be spent participating in the community engagement efforts as a means to be more informed to compose the deliverables.

- **Appendix H (III. COMMUNITY ENGAGEMENT, OUTREACH, AND EDUCATION) clearly articulates requirements (specifically Table H-4). The RFP (Project Deliverables section) indicated IVCS D will have primary responsibility to "Prepare a Community Engagement Plan" as well as "Conduct Outreach". Please specify anticipated level of effort in consulting team's "Participation in Community Engagement" (Task 4 on Price Proposal form)**

We anticipate that the consultant will:

- Advise the District in developing tools such as surveys
- Participation in listening sessions, workshops, etc. to hear community issues
- Analyze survey and other data for inclusion in existing conditions report, needs assessment, and the plan.

**14. Attachment 4 - CARB GRANT PROVISIONS references - Work Statement (Exhibit B) and Grantee Proposal Package (Exhibit C). Are you able to provide a copy of these Exhibits?**

Not at this time.