

Addendum #1

RFP FOR TRANSPORTATION MASTER PLAN UPDATE AND ENVIRONMENTAL ANALYSIS FOR 2022-2024 PERIODIC UPDATE OF THE COMPREHENSIVE PLAN [JOB #56-22-PB](#)

Answers to Questions

Q1. Submittal Requirements Sections C and D

- a. It is our understanding that the “recent, directly-related experience” mentioned in Section C of the Submittal Requirements can be for separate projects from the references mentioned in Section C. Can you clarify?
- b. Under Submittal Requirements, Sections C and D both ask for experience with similar and or relevant projects. Can you clarify the difference between section C and D?

Answer: We agree that Sections C and D could be clarified. We hope the following helps:

- a. Yes, they can be separate projects, but the related experience should relate to the scope of work tasks listed in the RFP and topic areas listed in D. In C we would like to have references related to your project experiences. Related experience should also focus on the project team more than the experience of the firm.
- b. Please combine the requested information in both C (related specific projects and references) and D. In Section D we want to know if your firm or team has experience with managing similar projects to the tasks listed in the scope of work, including creating effective and inclusive community engagement plans, equity impact assessments, professional document development, and working with public agencies.

Q.2. Is the Executive Summary considered the same as a cover letter?

Answer: Yes

Q.3. Is it acceptable to include a title page/cover and if so, will that count towards the 20 page limit?

Answer: No, a title page will not count towards the 20 page limit.

Q.4. Submittal Requirements 4. Qualifications-

You ask for us to “include a list of information or tasks to be completed by City staff.” Would it be acceptable to include this information in the 2. Work Plan section?

Answer: Yes that’s fine to include in 2. Work Plan section.

Q.5. Is there a particular format you would like to see concerning the cost?

Answer: A table outlining major tasks is fine. This should include a breakdown of proposed budget by task and budget rationale. A breakdown of staff availability/time commitment to the project would also be helpful.