

CTP Update RFP Questions Received During Pre-Proposal Conference and Via Email by 01/27/2021 (in order of receipt):

- 1. *With the advertisement of a Comprehensive Transportation Plan RFP, I estimate that Short Range Transit planning would be involved. Is that the case?***
 - The CTP Update would not include a formal update to the Short-Range Transit Plan (SRTP). An RFP to update the SRTP is planned to be released in FY21-22 and will incorporate any transit recommendations that are included in the CTP Update. The contact for additional information on the SRTP is Claire Grasty, Regional Transit Program Manager (cgrasty@goventura.org).
- 2. *Is there a proposal page limit and should we include resumes?***
 - No, there is not a proposal page limit. Yes, please include resumes.
- 3. *Will the consultant team be responsible for modeling or VCTC?***
 - The consultant will be primarily responsible for modeling work, with support from VCTC staff. The Ventura County Traffic Model (VCTM) will be made available to the selected consultant for the CTP Update. The VCTM is currently going through an update to bring the baseline from 2012 to the 2016 RTP/SCS baseline, which will align with the SCAG model.
- 4. *Will you be sharing a list of this pre-proposal conference attendees?***
 - Yes, the list of attendees is included below in Question 12.
- 5. *Could you provide an idea of the budget for this project?***
 - VCTC prefers to rely on the RFP respondent's expertise to provide a cost estimate based upon their experience for what it will cost to accomplish the Scope of Work included in the CTP Update RFP. However, because this project is funded by a Caltrans Sustainable Communities Transportation Planning Grant, the total grant award is included as part of the public record in the CTP Update RFP Staff Report for the VCTC Board Meeting held on January 8th.
- 6. *On Page 7, part 3.2.2. you call for participatory budgeting as part of this task, can you explain more about your expectations and desired outcomes for this task? Is there a specific method of participatory budgeting that you prefer?***
 - VCTC expects the CTP Update to include significant community engagement with focused outreach that solicits input on future transportation investments. VCTC hopes to educate and empower residents to be actively involved in the transportation planning process and ultimately provide decision-makers with information on community priorities. VCTC does not prefer a specific method of participatory budgeting but expects this component to be incorporated as part of the CTP Update's robust community engagement effort.
- 7. *Could VCTC elaborate and/or explain their formula for calculating criteria evaluation points?***

- VCTC reviewed a variety of previously released RFPs, including the Transportation Emergency Preparedness Plan (TEPP), and used them as guiding examples to assist us in ultimately defining the CTP Update RFP selection criteria and point structure.

8. For the cost structure, should this be prepared with fully burdened billing rates? Do you want it presented with raw rates with overhead and profit separately?

- Yes, please present the cost structure with fully burdened billing rates. It is not necessary to present raw rates with overhead and profit separately.

9. What level of involvement will VCTC staff have in conducting community engagement activities?

- VCTC plans to be actively involved in community engagement activities, but will not be leading the community engagement efforts. VCTC prefers to have the RFP respondents give us their plans for community engagement as part of their proposal.

10. Is there a specific format for the cost structure that teams should complete?

- No. As noted in the RFP, please provide a detailed cost breakdown, including estimated time by task, hourly rates, estimated travel time and travel expenses and materials cost.

11. Will a copy of the pre-proposal presentation be made available online?

- Yes, a copy of the pre-proposal PowerPoint and a copy of the pre-proposal Zoom recording are currently available on the VCTC RFP webpage.

12. Can you please provide a copy of the sign-up sheet from the pre-proposal meeting?

- A list of CTP Pre-proposal attendees is available below:
 - Vigen Davidian
 - Michelle Kearns
 - Bill Delo
 - Chelsea Cooper
 - Andy Pendoley
 - Brandon Gamboa
 - Garland Days
 - Dennis Brooks
 - Deepak Kaushik
 - Kendall Flint