



**Community Traffic Calming and Pedestrian and Bicycle Safety Program RFP
Questions and Answers (Deadline January, 19, 2024 at 3:00PM PST)**

#	RFP Reference (section, page)	Question	Answer
1	General	Are there consulting firms ineligible from submitting a proposal, or participating on a project team due to current work with local agencies (Cities)?	Working for/with local agencies, such as Cities, does not automatically create a disqualifying conflict of interest. Proposers should disclose any potential issues for the VCTC review panel to consider when reviewing proposals. It would be best for any Proposer in this situation to confirm there is no issue from a local agency/City perspective with the local agency's/City's attorney.
2	Scope of Work, Section 9.1 (page 10)	Is there a proposed budget for this project?	The SCAG Regional Early Action Planning (REAP) County Transportation Commissions Partnership Program grant award for this project was \$300,000.
3	Contract Template, Section 13.1.2 (page 21)	Per the sample contract, Consultant is required to maintain Automobile Liability in the amount of \$2,000,000.00 combined single limit. Should Consultant only maintain Automobile Liability in the amount of \$1,000,000, can Consultant supplement this with its Umbrella policy? Alternatively, can a waiver be granted in the regard?	Yes, a Consultant can supplement with an Umbrella policy.
4	Section 4.9 (page 5) Attachment B- Cost Proposal Template	Are proposers required to input formulas to the Excel version of the Cost Proposal template (Attachment B) they submit, or would static figures and totals be acceptable?	The Proposer shall submit a cost proposal by only utilizing the Excel template provided, refer to Attachment B. In each section there are additional lines for any additional proposed costs. If necessary, Proposers are allowed to add a single page explanation of costs to supplement their cost proposal and/or to clarify any costs. In addition, the cost proposal shall be provided in two formats: 1) an Excel version with fields unlocked for ease of analysis and 2) a signed PDF version. These two cost proposal formats shall be submitted as separate documents, separate from the technical proposal. There are no formulas provided/contained in the Excel template and the Proposer is responsible for any errors related to formulas or other inputs submitted to VCTC.