



**Community Traffic Calming and Pedestrian and Bicycle Safety Program RFP  
 Questions and Answers (Deadline October, 11, 2024 at 4:00PM PST)**

#	Question	Answer
1	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	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 is \$300,000.
3	Will the Pre-Proposal slides be available?	Yes, the slides and a recording of the Pre-Proposal meeting are posted on the website <a href="https://www.goventura.org/work-with-vctc/contracts/">https://www.goventura.org/work-with-vctc/contracts/</a> .
4	Is there a DBE goal associated with this project?	No DBE goal has been established for this project. VCTC welcomes and encourages DBE participation, but it is not a requirement as part of the grant funding.
5	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. Note, 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.

6	Noting the November 30 project completion deadline, what other scope-of-work elements does the agency think can be completed subsequent to this deadline?	At this time, Proposers should plan to have all the scope of work elements completed by the November 2025 deadline. VCTC will know in the next few months if an extension to June 2026 will be granted and an amendment to the schedule may be completed at that time.
7	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?	Proposers are not required to input formulas into the Excel template. Static figures and totals are acceptable.
8	Should proposals include information about any subconsultants in the "Profile of the Proposer" section? Will an additional page be allotted (per subconsultant firm) to this section?	Yes, proposals should include subconsultants in the Profile of the Proposer section. One page per subconsultant firm is allowed for this section.
9	Should proposals include any exception to VCTC's standard insurance and/or indemnification requirements in the cover letter? Will VCTC allow additional pages for this information?	Yes, Proposers should include any exceptions to VCTC's insurance as part of the proposal package. Exceptions can be included in the cover letter or as an appendix to the proposal package. Additional pages are allowed for this purpose.
10	The RFP states, "An official of each proposed subcontractor must sign and include as part of the proposal submitted in response to this solicitation, a statement to the effect that the subcontractor has read and will agree to abide by the Proposer's obligations." As the RFP also states that there should be no appendices included in proposals, where should proposals include these signed statements? If in the cover letter, will VCTC allow additional pages for these signed states?	VCTC will allow additional pages for subconsultant statements and profiles.
11	Are cost proposals submitted by proponents required to comply with federal acquisition regulation (FAR) part 31 (federal cost principles for for-profit entities)?	No, this is a state grant funded project.
12	Do rates need to be based on raw direct pay rate times overhead?	No.
13	Can profit be applied to rate inclusive of overhead?	Yes, rates should be inclusive of profit and overhead. Overhead rates should be identified.