



**Ventura County Multimodal Transportation Network Climate Vulnerability Assessment and Action Plan RFP
Questions and Answers (Deadline March 27, 2026 at 4:00PM PST)**

#	Question	Answer
1	Are there any infrastructure that VCTC is looking to emphasize as part of this process? Is there anything specific VCTC is thinking of?	The project is focused on transportation infrastructure broadly defined and countywide, including but not limited to roadways, rail and bus transit, active transportation, aviation, and ports.
2	What are the team's goals for the plan that may not be included in the RFP?	<p>The overall project goal is to identify and assess risks and vulnerabilities to multi-modal transportation infrastructure of a changing climate; identify adaptation strategies and specific actions to remedy climate-related vulnerabilities; and advance planning of specific climate adaptation solutions by preparing the deliverables identified in the RFP Scope of Work.</p> <p>The desired result is to enhance climate and community resilience to climate change and other natural hazards (such as wildfire, flooding, mudslides and earthquakes) and across sectors, such as social equity, improving health and daily living conditions, protecting the environment, and improving air quality especially in disadvantaged communities.</p> <p>The team's goals for the project align with establishing a collaborative and cooperative project team with the selected consultant, project partners, and VCTC to meet grant-specific objectives specified in the RFP.</p>
3	The posted PDF of the RFP is difficult to process (cannot select or do a search for text). Do you have a more readable version of this PDF that we can access?	An updated PDF of the RFP has been posted to the goventura.org/work-with-vctc/contracts/ website.
4	Can the Consultant join community engagement meetings and workshops virtually?	The Consultant should expect to participate in project meetings including community engagement meetings and

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		workshops in person. Community meetings and workshops will include in-person activities to meet the community where they are and ensure vulnerable communities' needs are documented. (RFP Scope of Work and Tasks 1.2 and 1.3).
5	Will VCTC be able to provide geospatial shapefiles of the assets being assessed?	VCTC can provide some geospatial shapefiles and will help coordinate data collection from local agencies; however, Consultant's should anticipate obtaining some shapefiles independently.
6	In "B. Proposal Information and Content", can you confirm that the 1-page list of references is its own item in the proposal? Right now it is listed in both "10. List of References" and also within "5. Statement of Qualifications/List of Relevant Projects".	<p>The 1-page list of references is intended to be its own standalone item under Section B.10.</p> <p>"5. Statement of Qualifications/List of Relevant Projects" is a space to provide a brief statement of similar/relevant projects for a minimum of three (3) Climate Adaptation/Resiliency Plans or similar projects (see more examples in the RFP), and a minimum of three (3) references from the last seven (7) years.</p> <p>"10. List of References" is the item containing the consolidated list of references with associated contact information. Any references mentioned in "5. Statement of Qualifications/List of Relevant Projects" should be included here, for both the Proposer and any proposed subcontractors.</p>
7	Could the County please advise whether a maximum budget or not-to-exceed amount is anticipated for this contract? If available, sharing this information would help proposers align the proposed scope and level of effort.	VCTC has established an amount not-to-exceed for this project based on the Caltrans Sustainable Transportation Planning Grant Award. The total grant award is \$299,995, of which \$259,995 is allocated for consultant services. The remaining funds have been allocated to VCCF's implementation of the Public Outreach Plan. Additional note: VCTC is an independent special district created by the State Legislature and is <u>not</u> part of the County of Ventura.

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8	<p>During the pre-bid call, it was noted that approximately \$40,000 is currently allocated for the public outreach plan. Could the County please confirm whether proposers should assume this task is to be completed within existing project funds, or whether additional funding for public outreach may be available or considered under this contract?</p>	<p>Proposers should assume the \$40,000 is not available as part of the consultant contract. The \$40,000 is set aside for VCCF's work to support and implement the Public Outreach Plan.</p> <p>VCCF will focus and lead community engagement; while the Consultant will prepare the public engagement plan and draft outreach materials (including emails and flyers) to be disseminated by VCCF. Proposers should anticipate using a portion of the allocated consultant services of \$259,995 for the development of the Public Outreach Plan.</p>
9	<p>Will the County provide existing datasets (e.g., GIS layers, prior studies, vulnerability assessments), or should proposers assume responsibility for sourcing all required data?</p>	<p>VCTC can provide some datasets, and will assist in sourcing from local agencies, but the Proposers should assume some independent sourcing may be necessary.</p>
10	<p>Does the County have preferred climate scenarios, models, or planning frameworks that proposers should use or align with?</p>	<p>Generally, VCTC does not have preferred climate scenarios, models or frameworks that must be used for this project. Proposers may include recommended climate scenarios, models or frameworks as part of their proposed approach.</p> <p>One grant-specific project objective is to advance planning of specific climate adaptation projects by utilizing the California Life-Cycle Benefit/Cost Analysis Model (Cal-B/C) to estimate the reduction in: (1) greenhouse gas emissions and other pollutants that reduce the impacts of climate change, improve air quality and health; (2) person-hours of time saved that improve the quality of life; (3) accident cost savings as a measure of improved safety; and (4) travel and vehicle cost savings as a measure of reducing the cost of travel and improving the regional economy. In addition, the Cal-B/C model will be used to measure the cost-effectiveness of projects by comparing estimated life-cycle benefits to total life-cycle costs.</p>

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		<p>VCTC’s grant application emphasized the project’s application of the Caltrans Climate Change Adaptation Strategy Report Guidance, alignment with California Climate Adaptation Strategy priorities, and usage of best available science to support risk assessment and planning. Additionally, this project is intended to build upon and advance existing state, regional, and local planning documents such as: VCTC & SBCAG’s Transportation Emergency Preparedness Plan (TEPP), County of Ventura’s VC Resilient Coastal Adaptation Project, and Caltrans’ Climate Resilience & Transportation Safety Plan for PCH (SR1). Something Proposers should also consider is that the project is also aligned with local and regional planning documents such as the Ventura County General Plan, Ventura County Comprehensive Transportation Plan (VCTC, 2023), Port of Hueneme Strategic Plan (2020), Connect SoCal 2020-2045, Southern California Regional Climate Adaptation Framework, and Planning Guide, County of Ventura Climate Action Plan program and policies</p> <p>The goal is for the project to go beyond the macro-level analysis presented by prior climate change planning documents. The proposals should demonstrate how their approach advances existing planning efforts to achieve meaningful, implementable climate adaptation outcomes.</p>
11	<p>What role does the County anticipate playing in stakeholder engagement (e.g., convening meetings, outreach support), versus responsibilities led by the consultant team?</p>	<p>VCTC is working with the Ventura County Community Foundation (VCCF) as a key partner and co-recipient on this project. VCCF will focus and lead community engagement, while the Consultant will prepare the public engagement plan and draft outreach materials (including emails and flyers) with input from VCCF and VCTC, to be implemented by VCCF. As such, the Consultant shall not expect to play a direct role in</p>

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		stakeholder engagement as VCCF will act as a convener for meetings, contact community groups, and host meetings. However, the Consultant should anticipate participating in community engagement meetings and workshops to gather information, respond to project-related questions, and assist in developing project deliverables. The Consultant should also anticipate providing Spanish translation services for key meetings and materials.
12	The RFP includes a draft Consulting Services Agreement as an attachment. Please confirm whether proposers may request edits or provide comments on the draft agreement as part of the proposal process, or if the agreement is expected to be accepted as written.	Proposers may request edits to the draft Consulting Services Agreement as part of the proposal process. Any proposed revisions or comments should be clearly identified and submitted with the proposal. VCTC will not count the requested changes towards the proposal page limit.
13	For purposes of the stated page limits, do pages labeled “Intentionally Left Blank” count toward the applicable page limits. In addition, do page limits include the table of contents, staff resumes, and any section divider pages.	VCTC will not count “Intentionally Left Blank” pages toward the page limit.
14	With respect to the required hard copy submittals, does VCTC have a preferred binding method. Please also confirm whether proposals should be printed single sided or double sided.	Hard copy submittal proposals should be printed doubled sided. VCTC has no preference on binding method.
15	The RFP requires one signed original proposal. Please confirm whether the original hard copy must include an ink signature, or if electronic or scanned signatures are acceptable.	An electronic signature is acceptable for the original hard copy proposal.

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16	<p>The proposal requirements include both a cover page and a letter of transmittal. Please clarify the intended distinction between these two items and what information VCTC expects to see on the cover page versus the letter of transmittal.</p>	<p>The Cover Page should provide contact information of the proposer’s firm and the contact information of any subcontractors. Contact information includes RFP subject, name of proposer’s firm, local address, telephone number, name of contact person, date of proposal, and any other key related information (RFP Section III. B.)</p> <p>The Letter of Transmittal is for the proposer to share their understanding of the work to be performed and their commitment to perform the work by May 2028. (RFP Section III. B.)</p> <p>VCTC expects the Proposer to provide core contact information about the proposal on the Cover Page; while the Letter of Transmittal is a place for the proposer to convey their understanding and commitment to the work outlined in the RFP.</p>
17	<p>For the Profile of the Proposer, should this information be provided only for the prime consultant, or for both the prime consultant and all proposed subconsultants.</p>	<p>The Profile of the Proposal should be provided for both the prime consultant and all proposed subconsultants. Proposals that include any subcontractors in the Cover Page should include a Profile of the Proposer for such proposed subconsultants.</p> <p>(See III.B.1 and III.B.4 for more information)</p>
18	<p>For the statement of qualifications and list of relevant projects, is there a preferred number of projects that VCTC would like proposers to include within the maximum page limit.</p>	<p>The Proposer shall have completed at least three (3) Climate Adaptation/Resiliency Plans or similar projects (e.g., Transportation Climate Adaptation Plan, Climate Resilience Plan, Vulnerability etc.) within the last seven (7) years. (Section II of RFP)</p>
19	<p>For the list of references, please confirm how many references VCTC prefers proposers to include.</p>	<p>“10. List of References” is the item containing the consolidated list of references mentioned in “5. Statement of</p>

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		<p>Qualifications/List of Relevant Projects.” As mentioned in the minimum requirements, the Proposer should provide a minimum of three (3) references from the last seven (7) years for completed projects. See the response to question 6 above for more information.</p>
20	<p>Both the qualifications section and the list of references request references. May proposers use the same references in both locations. In the qualifications section, are references required for every project listed, or only for those projects that include detailed project descriptions.</p>	<p>Yes, Proposers may use the same references in Section III, Item 5. Statement of Qualifications/List of Relevant Projects and in section III, Item 10. List of References.</p> <p>Section III, Item 10 is meant to be a place where Proposers provide a consolidated list of contact information for the references mentioned in Section III, Item 5. Item 5 is also meant to be a space to share additional references for the Proposers and any proposed subcontractors. These additional references should be relevant to the statement of similar/relevant projects for whom similar work has been performed. Additionally, if the projects included in Item 5 are not similar to the examples mentioned, VCTC asks that additional references be included in Item 5.</p> <p>As mentioned in the minimum requirements section, Proposers should, at minimum, provide three (3) references for three (3) completed Climate Adaptation/Resiliency Plans or similar projects (e.g., Transportation Climate Adaptation Plan, Climate Resilience Plan, Vulnerability Assessment etc.) within the last seven (7) years). Proposals that include descriptions of relevant projects (those in Item 5) and the relevant work that the proposing firm or team performed would benefit their proposal.</p>
21	<p>The cost proposal instructions require use of the provided Excel template. May proposers also submit an additional Excel spreadsheet using their firm’s</p>	<p>Proposers may submit an additional cost proposal supplement (like the Proposer firm’s cost proposal standard), but it cannot replace the Excel template VCTC provides. Section III.B.9. of</p>

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	standard formatting as a supplement, in addition to completing the required template.	the RFP shares that “Proposers are allowed to add a single page explanation of costs to supplement their cost proposal and/or to clarify any costs.”
22	The RFP states that each proposal section is subject to a page limit, with the exception of the fee proposal. For sections limited to one page, please confirm whether the limit applies to one page total or one page front and back.	VCTC will consider the front and back of a page as two pages. Sections limited to one page are restricted to one side of a page only (not front and back).
23	For the vulnerability assessment, what level of asset screening is expected (planning-level vs. asset specific)?	The multi-modal transportation climate vulnerability assessment should be based on best available science that identifies climate and other natural hazards most likely to occur in Ventura County, which multi-modal transportation facilities are at risk at a planning-level (highways and roads, airports, ports, rail facilities, active transportation facilities, and transit routes, centers, and stops), and the location of under-resourced communities vis-à-vis at-risk facilities, and incorporate the unique needs of vulnerable and under-resourced communities. The adaptation strategy should identify a comprehensive range of specific mitigation actions and potential projects that reduce the effects of climate change and other natural hazards, with an emphasis on protecting vulnerable communities, human health and preventing exacerbation of existing health, social and economic inequities. Planning-level cost estimates and a benefit-cost analysis should be developed for each potential project to determine cost-effectiveness and co-benefits.
24	Should the Transportation Emergency Preparedness Guide be written as a public-facing document or primarily for agency use?	The Transportation Emergency Preparedness Guide shall be written as a public-facing document. It’s intended to be easy-to-use and contain practical information for the public (individuals, families, and households). (RFP Scope of Tasks 5.1)

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25	Is there an expectation that nature-based solutions be analyzed across all asset types, or only where feasible?	Nature-based solutions should be considered across asset types but further analyzed and applied only where feasible.
26	The cover page requirements request the names and titles of individuals authorized to make representations for the proposer. Please confirm whether proposers are required to list all corporate officers of the firm, or only the primary individual authorized to sign the proposal and act as the firm's representative for this solicitation.	VCTC requires that Proposers only list the primary individual authorized to sign the proposal and act as the firm's representative for the solicitation in the cover page. It is not necessary to list the names of all the firm's corporate officers.
27	Please confirm whether VCTC can share the pre-proposal conference attendee list and any information that was presented or discussed during the pre-proposal conference in addition to what is included in the RFP and posted addenda.	VCTC has posted the recording of the Pre-Proposal conference on the website (goventura.org/work-with-vctc/contracts/) and the list of attendees will be made available on the website as well.
28	Would the Commission consider an email only submission?	No. Proposers are required to submit hard and electronic copies of their proposals. Proposals shall be submitted in writing with one (1) signed original and two (2) hard copies, along with one (1) original of the Fee Proposal in a separate sealed envelope to the VCTC office. Proposers shall submit their Technical Proposal and Cost Proposal as separate electronic files via email to cbrooks@goventura.org . VCTC must receive both the electronic and hard copy versions by 4:00 PM (PST) on Friday, May 1, 2026 to consider a proposal. (RFP Section III. A.)
29	The pre-proposal conference made mention of allowing the addition of contract exceptions/modifications. Given that the RFP instructions state that there cannot be an appendix	The proposed contract exceptions/modifications should be clearly identified and be included as part of the proposal submission. The proposed contract exceptions/modifications

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	and each submittal section was given a clear page county, where can we insert contract modifications?	will not count toward the specified page limits or be considered as appendices.
30	Would it be possible to coordinate directly with VCCF before the submission of this proposal to make our approach responsive to the resources allocated to VCCF, and scope that VCCF will be providing?	No. VCCF is a Co-grant recipient and will participate on the RFP selection panel, therefore direct coordination is not acceptable during the procurement phase as it could create a potential for conflict of interest during the proposal scoring and selection phase.
31	Will you accept unit or milestone billing instead of time and materials for this project?	Yes. The Contract Type is a firm, fixed fee contract compensated per task completion as identified in the Scope of Work. See RFP Section III.B.9 for further discussion of Fee Proposal requirements. Proposers should include sufficient information in the specified Fee Proposal format to demonstrate the level of effort required to accomplish each task.
32	Will VCTC provide Spanish translation or Spanish written materials, or will the consultants be responsible for Spanish translations?	The Proposer should anticipate providing Spanish translation services for key project materials (i.e. outreach flyers, social media posts, etc.) and meetings. VCTC may be able to assist with Spanish translation, however the Consultant will primarily be responsible for providing these services.
33	Can the references requested as part of the III.B.5: Statement of Qualifications be the same references requested as part of the III.B.10: List of References?	<p>Yes, Section III.B.5 and Section III.B.10 can be the same references.</p> <p>Section III.B.10 is the item containing the consolidated list of references with associated contact information. Any references mentioned in Section III.B.5 should be included in III.B.10, for both the Proposer and any proposed subcontractors.</p>