

RFP Inquiry and Responses as of 10/18/2023:

KTUA (10/10/2023)

1. Clarification on the page limit for the proposal. The RFP states on pages 2 and 5: The cumulative total pages for the proposal must not exceed 20 single sided pages in length. However, on page 6, the RFP states: incomplete submittals, submittals with page counts in excess of 30 pages, and/or submittals received after the closing date and time will be rejected without review. Could you please clarify the page limit for the proposal?

The proposal page limit is 30 single sided pages.

2. Clarification on the font size for the proposal. The RFP states on page 2: minimum 12 font size. However, on page 5, the RFP states: The font size shall not be smaller than 11 point. Could you please clarify the preferred font size for the proposal?

The minimum font size is 12 point.

3. On page 5, Section 6 Submissions: doesn't include a section to include regarding approach, scope, or schedule. However, on page 9 those items are included in the Evaluation Criteria. Please clarify where you would like us to include these items in our proposal.

The proposed project approach, scope of services, and project schedule should be included within the body of the proposal after the list of key personnel and organizational chart.

4. On page 2 of the RFP in the Request for Proposal Summary, RFP Page Limit, there is mention of required forms (i.e. Attachment A Agreement Cover Sheet, Attachment B Contractor Information Sheet, etc.). Can you please provide a copy of these forms if they are required?

The only form that is required to be submitted with the proposal is the Caltrans LAPM Exhibit 10-Q "Disclosure of Lobbying Activities". Page 2 of the RFP has been revised to reflect this requirement.

Please refer to Section 6 "SUBMISSIONS" regarding the latest version of the required LAPM exhibits.

5. In Attachment A Scope of Work, Section F Key Personnel, listed are the key personnel for performance of this Contract include: Lead Roadway Engineer, Lead Structures Engineer, and Lead Environmental Planner. Are these relevant to this project?

The listed positions within Section F of Attachment A are not relevant to this project. The listed Attachments are part of our current Contract Boilerplate and are subject to change. The Contract Boilerplate and Attachments will be adjusted/edited as necessary once a consultant is selected.

6. For Task 9.1, how many public hearings are expected to be attended?

Up to two (2) in-person public hearings are expected.

7. Does the County have GIS data to assist with Tasks 3.4 and 3.5?

The County does not have existing GIS data to assist with Tasks 3.4 and 3.5 at this time.

8. Can Task 2.7, Coordination Meetings be held virtually?

Plan to conduct one (1) in-person and two (2) virtual meetings.

9. Can Task 2.5, Advisory Group Meetings be held virtually?

Yes.

10. Will the County be posting materials on County social media accounts?

Yes.

11. Does the County have sidewalk data for Desert Edge?

The County does not have existing sidewalk data for Desert Edge at this time.

12. In Task 3.7, what level of inventory is expected to complete the summary of “Existing and currently planned signage and wayfinding?”

Inventory should include all existing regulatory, warning, and guide signs (County to provide existing sign inventory in tabular format) as well as any planned signage and wayfinding based on community input and consultant recommendations.

KOA (10/11/2023)

1. RFP page 6 states that “Incomplete submittals, submittals with page counts in excess of 30 pages, and/or submittals received after the closing date and time will be rejected without review.” However, RFP page 2 states that the proposal must not exceed 20 pages. Please confirm that our proposal is limited to 20 pages, not 30 pages.

The proposal page limit is 30 single-sided pages.

2. Will resumes be part of the 20-page count?

Yes, resumes are included in the 30 page limit. Resumes should be tailored to only include information relevant to the RFP.

3. Will front cover and back cover be part of the 20-page count?

Front cover and back cover are not counted towards the 30 page limit.

“Covers and dividers shall not be counted as pages as long as they do not contain information relevant to the RFP” (See Section 6 “SUBMISSIONS”, 1ST Paragraph).

4. RFP page 2 states to have minimum font size of 12. However, RFP page 5 states that the font size shall not be smaller than 11 point. Please clarify.

The minimum font size is 12 point.

5. RFP page 2 RFP page limit section mentioned Attachment A Agreement Cover Sheet and Attachment B Contractor Information Sheet are part of the required forms. However, Attachment A Agreement Cover Sheet and Attachment B Contractor Information Sheet are missing. Will we need to fill those out? If yes, please provide.

The only form that is required to be submitted with the proposal is the Caltrans LAPM Exhibit 10-Q “Disclosure of Lobbying Activities”. Page 2 of the RFP has been revised to reflect this requirement.

Please refer to Section 6 “SUBMISSIONS” regarding the latest version of the required LAPM exhibits.

Iteris (10/16/2023)

1. Pg. 2 of the RFP in the **Page Limit section** states that the proposal shall be a minimum 12 font size. However, pg 5 in the RFP in item 5 states that font shall be not smaller than 11-point font. Can you please confirm if the minimum requirement is 12 or 11 font size?

The minimum font size is 12 point.

Kimley-Horn (10/18/2023)

1. Page 5 – please confirm that the Consultant’s scope of work and schedule are required (not listed in submittal items)

The proposed project approach, scope of services, and project schedule should be included within the body of the proposal after the list of key personnel and organizational chart. Page 5 of the RFP has been revised to reflect this requirement.

2. Page 5 – by “list of key personnel,” should Consultants include full or partial resumes, or just a list of relevant projects by staff person?

Resumes should be tailored to only include relevant experience, which should include a list of relevant project experience.

3. Page 5 – Are project descriptions required for each item on the “list of recently performed services or projects?”

A brief summary should be provided that clearly illustrates the experience related to the listed services or projects.

4. Page 8 – Please explain what is meant by “Site Planning and Programming efforts” under “project management approach.”

The assembled Project Team should include individuals that have Project and Management experience related to Site Planning (Conceptual improvements) and Programming (Project programming, funding, etc.).

5. Page 9 – Under “schedule of work,” there is a reference to overall time limits “as specified in Section 1.3,” but there is no section 1.3 in the scope of work. What is the County’s anticipated overall timeline for the project?

The overall timeline for the project is provided within Section 2 “EVENTS CALANDAR” located on page 3. Overall timeline will be 18 months. Page 9 of the RFP has been revised to reference Section 2.

6. Page 12 – Task 2.4: Who is responsible for printing and delivering paper survey – County or Consultant?

Consultant will be responsible for printing paper survey. Delivering of paper survey will be a joint effort between Consultant and County.

7. Page 12 – Task 2.5: How many Advisory Committee meetings are anticipated?

Task 2.5 indicates that these meetings will be held virtually on a quarterly basis.

8. Page 12 – Task 2.6: Please provide more information on the nature of the “community workshops.” Will these be interactive brainstorming sessions, or informational items (PPT presentations) delivered to the Desert Edge Community Council, or something else?

These meetings will be in conjunction with the Desert Edge Community Council meetings and will be for informational purposes.

9. Page 13 – Task 3.0: Please describe the data that will be provided by the County (striping diagrams, CAD files, GIS data, etc.).

The County will provide available roadway improvement plans, traffic data (traffic volumes, collision data), and Traffic Control Device (Signs and markings) Inventory data.

10. Page 16 – Task 6.2: Please describe the level of detail required for cost estimates. Should Consultants assume ROM cost estimates, or a more detailed estimate?

As stated under Task 6.2, the Consultant shall provide itemized preliminary cost estimates. The preliminary itemized cost estimate should include all items (including anticipated ROW, Utility, etc.) for the identified conceptual projects.

11. Page 18 – Task 9.1: How many public hearings will the Consultant be expected to attend?

As stated under Task 9.1, the Consultant shall attend up to two (2) in-person public hearings to present the Draft Plan.