Rogue Valley Transportation District
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TOP #27 Technical Web Conference Questions and Answers

RFP Question:

Before considering a proposal, could you confirm whether a firm can submit for only an operational project-management workstream rather than the full strategic planning scope? I would also appreciate clarification on whether named specialist subcontractors' relevant project references can support the proposal evaluation.

RVTD Response: Regarding your question about the scope of work, RVTD is seeking a contractor to provide all services outlined in the RFP rather than individual components of the project. Yes, references will be used to calculate "Record of Past Performance" in the evaluation of the proposals. (See 2.5 Evaluation, Number 3)

RFP Question:

Are there expectations around translation and interpretation during community engagement?

RVTD Response: RVTD will have Spanish translation services available at key community engagement events and can assist in translation of surveys and other materials as needed.

RFP Question:

Are there ODOT grant requirements involving historically underserved communities? If so, what are they?

RVTD Response: Yes. ODOT's Innovative Mobility Program requires outreach and engagement with historically underserved populations as part of the Transportation Options Plan. This includes rural residents, low-income individuals, youth, older adults, people with disabilities, Latino and Limited English Proficient individuals, and veterans. The Innovative Mobility Program does not require a certain number of activities or surveys directed toward these populations, but a general goal. RVTD will assist the selected contractor in reaching these populations to identify transportation barriers, service gaps, and opportunities to improve mobility.

For more information about ODOT's Innovative Mobility Program visit:
https://www.oregon.gov/odot/rptd/pages/innovative-mobility-program.aspx

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RFP Question:

Could you clarify this statement: "Deliverables from the plan development will also be used to update RVTD's Coordinated Plan and therefore the surveys, data analysis and engagement activities will have a broader purpose"

RVTD Response: RVTD will produce the "Coordinated Plan" using information generated by the TO Plan, activities, survey responses, and project findings. RVTD does not require additional consultant services to develop the "Coordinated Plan". RVTD will be undertaking separate activities from the TO Plan work to complete the Coordinated Plan but will use information from the TO Plan as part of the Coordinated Plan update.

RFP Question:

Are there alignments between the planning process for RVTD's Coordinated Plan and TO Strategic Plan? Or will the TO Strategic Plan just to be inserted into the RVTD Coordinated Plan?

RVTD Response: The Transportation Options Plan and the Coordinated Plan will be two separate documents that may reference each other but will not be combined. RVTD does not require additional consultant services to develop the "Coordinated Plan".

RFP Question:

If it is to be inserted, is there a vision for how it should align with the Coordinated Plan goals?

RVTD Response: Because the consultant will not be preparing the Coordinated Plan document, the alignment and information used for the Coordinated Plan will be RVTD's responsibility. However, the Technical Advisory Committee, target populations, surveys, and other activities align closely with the goals of the Coordinated Plan and therefore will be used by RVTD to develop a Coordinated Plan document.

RFP Question:

What is the decision-making or approval process for the TO Strategic Plan? Will it be adopted by the RVTD Board of Directors? If so, what is the consultant's role in coordination with the Board?

RVTD Response: The Technical Advisory Committee will recommend approval of the TO Plan to the RVTD Board of Directors. RVTD staff would like to schedule a study session with the RVTD Board where the plan will be presented and adopted at a regular board meeting which occurs on the fourth Wednesday of every month. Proposers should consider their availability to attend these meetings, but in-person attendance is not required.

RFP Question:

In Task 8 deliverable "Presentation to Stakeholder Committee", is the "stakeholder committee" the same as the Technical Advisory Committee established in Task 4?

RVTD Response: Yes, the Stakeholder Committee is the Technical Advisory Committee.

RFP Question:

Does RVTD have expectations for the final Strategic Plan's approximate length, level of graphic design, and document format? Are there specific accessibility standards or requirements for the plan, maps, and other deliverables?

RVTD Response: RVTD does not have specific requirements for the length or accessibility standards. The TO Plan should be designed to have visual representation of complex materials, such as using infographics, icons, charts and tables. Maps will be expected to display certain information. The selected contractor has flexibility in developing the plan and associated deliverables, provided that all requested services, components, and deliverables outlined in the RFP are completed. RVTD does not have additional specific accessibility or design standards for the plan, maps, or other deliverables beyond applicable accessibility requirements. Contractors could reference similar plan formats as part of their "Qualifications and Experience" (under 2.5.2, but is not required).

RFP Question:

Are there grantor-specific requirements, such as progress or performance reporting, document reviews or approvals, acknowledgment language, or other deliverables, that we should account for?

RVTD Response: RVTD will manage all grantor-specific reporting and compliance requirements directly with ODOT (Grantor). The selected contractor is only responsible for completing the services and deliverables outlined in the RFP.

RFP Question:

Is there a page limit to the proposal?

RVTD Response: No

RFP Question:

Sections in the Proposal: Is there a list of required sections for the proposal? I.e., Section 1 - Understanding; Section 2 - Experience; Section 3 - Contract; Section 4 - Forms.... I ask because of the following 2 references in the RFP, and I cannot tell if this is solely referring to the RFP Section where the forms are located, or instructions on where they should be located in the response.

RVTD Response: There is not a list of required sections for the proposal (i.e. Part 1) However, the evaluation of each proposal will rely on any of the information you provide subject to the categories in the criteria. Only the “Required Forms” in Part 4 are mandatory for consideration.

Section 2.3 Proposal Procedures, item a.1., refers to "Part 4 - Required Forms section"

Section 2.13 of the RFP refers to "All required forms are contained within the proposal documents and located in Section 4: Required Proposal Forms".

RVTD Response: These are the only mandatory items to be submitted but we highly encourage the evaluation criteria to guide each contractor on what should be submitted with the proposal, although not required.

RFP Question:

DBE Participation: Can you speak more to the DBE goal of 0.375%? I know DBE requirements from the Federal government have been changing quickly, and I want to make sure we are compliant.

RVTD Response We are not requiring DBE participation, nor are we scoring more points for DBE participation.

RFP Question:

Our subconsultant is a DBE in CA and has applied to OR for certification, but we are not sure it will be complete before we submit the proposal. I am not sure how to answer the DBE Form given this situation.

RVTD Response: We have seen the certification process take several weeks. We can only consider DBE participation if it is secured prior to signing the contract and if the certification expires during the contract we also cannot count the participation. Please provide your prospective DBE contractors’ information in the proposal and in the required Form (4.2).

RFP Question:

Forms: Are subconsultants required to submit all 4 forms? As primes, we will of course submit all 4.

RVTD Response: Only the Prime contractors are required to sign the forms for the purpose of submitting the proposal. Once awarded, all subcontractors will be expected to sign forms if applicable based on the value of the subcontract.

RFP Question:

References: Do you have a specific number of references you would like included?

RVTD Response: The RFP does not specify the number of references. References will be evaluated as part of 3.5.3 “Record of Past Performance” and need to be sufficient enough for providing a thorough record.