

8/28/2024

HCAOG On-Call Planning Services Request for Proposal Addendum:

The following information is an addendum to the HCAOG On-Call Planning Services RFP issued on August 14, 2024. There is no extension of the proposal deadline accompanying this addendum and proposals remain due by September 9, 2024, at 5PM. RFP questions were due on Monday August 19, 2024. Answers to the questions received follow this addendum.

Section III Scope of Work

As mentioned in the RFP, the intent of these on-call services is to augment HCAOG staffing. In addition to the services listed in the RFP assigned tasks may include but would not be limited to:

- GIS requests such as creating figures for reports and updating HCAOG's interactive [Bike Map](#).
- Grant writing

Section V Proposal Content and Organization, Proposal Requirements Items C, F and H:

Item C is revised to include the following text appearing in **red**:

*C. Organization and Staffing. Provide a list of the Consultant's employees and agents which the consultant anticipates assigning to this project. This list shall include a summary of the qualifications, licenses, and experience of each individual; and the professional planning level of work to be performed by each individual. Indicate who will provide project management for this contract. **Include the same level of detail for any subconsultants that will be used.** HCAOG will retain under its agreement with the successful Consultant the right of approval of all persons performing under the agreement.*

Item F is revised to include the following text appearing in **red**:

*F. Résumé, Relevant Projects/Services with References. Provide résumés of the individual(s) from the Proposer's firm or entity, **or subconsultant** that will be directly responsible for carrying out the contract, three references to include name, address, contact person and phone number of the municipality/company, length of time services were provided, and a description of the services provided.*

Item H is removed from the requirements (shown as ~~strikethrough~~ text):

~~*H. Required Attachments. Proposals that do not contain each of the following required attachments (if applicable), may be rejected by HCAOG.*~~

~~*(a) If subconsultants are proposed, the Subconsultant List form Attachment C, must be included with the proposal.*~~

~~*(b) Staff résumés for key personnel as Attachment D.*~~

Section VIII General Conditions item I:

The following ~~striketrough~~ text is deleted:

The selected consultant shall refrain from and disclose subsequent potential conflicts during this contract. Consultant shall at all times avoid conflicts of interest, or the appearance of conflicts of interest, in the performance of this contract. ~~Consultant shall file statements of financial interest on forms provided by AMBAG to the extent and at all times required by AMBAG's Conflict of Interest Code and applicable law.~~

As noted in the original RFP, Addenda issued by HCAOG interpreting or modifying any portion of this RFP shall be incorporated in the Proposal. When addendum have been issued, an Addenda Cover sheet shall be signed and dated by the Proposer and submitted to HCAOG with the Proposal.

Responses to questions received:

1. Do you have a preference for the consultant to be in person or is remote work acceptable?

Most of the work can be completed remotely, including presentations to technical advisory committees and the HCAOG Board. However, there may be some assignments, such as public engagement activities, that do not lend themselves to remote participation. The ability to complete some work in person may be necessary.

2. Will the selected consultant still be eligible to bid on other requests for proposals that HCAOG may publish during the on-call contract?

Yes. Having the on-call contract should not preclude other work. To avoid real or perceived conflicts, the selected on-call consultant will not help draft or inform any requests for proposals that they may later want to bid on.

3. Should travel and mileage costs be included as a separate section in the proposal (as per item G on page 3) or included within the cost proposal (item E)?

Please include travel and milage costs in the cost proposal (item E) ensuring that the costs are consistent with the California Department of Transportation's Travel Guide policies for consultants, contractors, and subcontractors (non-state employees) which is mentioned in item G on page 3.

4. Should staff resumes be included under item F (page 3) or under Required Attachments (item H)? Item H references "Attachment D" but there is no such attachment provided.

Please see RFP Addendum. Item H has been removed. Résumés should be included under item F.

5. If no subconsultants are proposed, must Attachment C be included within the proposal?

No attachment is needed. Please see RFP Addendum, the reference to Attachment C has been removed.

6. Please confirm there is no DBE contract goal for this procurement.

There is no DBE contract goal for this RFP, but HCAOG encourages DBE business to apply and for efforts to be made to include DBE business on project teams.

7. Does HCAOG anticipate making a single award for this engagement?

The initial preference is to make a single award to a qualified firm or team of firms. However, based on the proposals received and the recommendations from the review committee, multiple awards could be considered.

8. Does HCAOG have a current or recent bench of consultants it has been/is using for similar projects? (In other words, is the proposed slate of projects the continuation of an existing effort?)

No.

9. Does HCAOG intend to conduct interviews? If so, has a date been identified? Will they be in person or virtual?

After receiving proposals, the review committee will determine if they would like to conduct interviews before making a recommendation to the HCAOG Board. If interviews are needed, they will be conducted virtually. No date has been set.

10. Item I on page 8 (Conflict of Interest) references AMBAG forms and policies. Please clarify.

Please see RFP Addendum. Reference to AMBAG has been removed.

11. Do you have an approximate estimate of the number of hours required per month for these on-call planning services?

Hours are expected to vary depending on needs. The expected range is 20 to 60 hours per month.

12. Confirming that subconsultants must be identified in the RFP and we should include their bio, firm details and rates.

Subconsultants must be included in the RFP. Please see RFP Addendum on how to include their information. Résumés and rates must be included for subconsultants, but subconsultant firm details are not required.

13. For which grant programs does HCAOG anticipate needing grant administration assistance?

The funders/programs/grants HCAOG is currently working with include:

- Three grants from Caltrans: Sustainable Communities Transportation Planning Grant (Multimodal Connectivity Analysis and Vibrant Neighborhoods Planning); Sustainable Communities Transportation Planning Grant Strategic Partnership-Transit (Humboldt Partnering Assets & Authorities for Comprehensive Transit); Rural Planning Assistance Discretionary Grant (Siting Analysis for North State Hydrogen Fueling Station Network).
- California Department of Housing and Community Development REAP 2.0 (We Are Up inclusive housing development and McKinleyville Microtransit)
- Federal Highway Administration Safe Streets and Roads for All (Regional Vision Zero Action Plan).
- Formula funding programs we may need administration assistance on include SB125 and Carbon Reduction Program (both state programs).

14. How many grant awards is HCAOG currently administering under those programs?

See question 13.

15. Does HCAOG anticipate any additional grant awards or programs during the contract term?

There is one pending Active Transportation Program grant that HCAOG is the fiscal sponsor for. The awards for that grant will be announced in November 2024. There are no immediate plans to prepare additional applications. However, it is likely that additional grants will be applied for during the term of this contract as funding opportunities and partnership requests arise. An on-call consultant could be involved in assisting with grant writing or implementation of new grants.