



**HCAOG**  
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City of Ferndale  
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City of Rio Dell  
City of Trinidad  
County of Humboldt*

Date: March 14, 2024  
To: RFP Distribution List / Interested Parties  
From: Oona Smith, Senior Regional Planner  
Re: Questions & Responses re RFP for Humboldt Multimodal & Vibrant Neighborhoods Planning Project (released 2/22/24)

HCAOG received the following ten questions by the deadline of 5 p.m. (Pacific Time) on March 7, 2024. Below are responses.

1. *Is the \$72,000 allocated toward Task 4 expected to cover travel and speaking costs for the "nationally/internationally recognized subject experts"?*

**Response:** Yes.

2. *Can we get a copy of the grant application?*

**Response:** Attachment G, included initially with the RFP release, is a copy of the grant application project description, project justification, and proposed scope of work, which we believe substantively describe all the work solicited in the RFP.

3. *The RFP states, "III. SCOPE OF WORK - This RFP contains four major activities; respondents may elect to propose services for one, some, or all activities. HCAOG considers the activities listed in the Scope of Work, attached as Attachment B, to be the minimum requirements expected for conducting the Humboldt Multimodal and Vibrant Neighborhoods Planning project. Proposals should describe xxxincluding tasks, time frames, staffing, and approaches to accessibility, diversity, inclusion, and equity." Can you please clarify what the xxxx is supposed to say?*

**Response:** That sentence should read: "Proposals should describe the proposed work approach, including tasks, time frames, staffing, and approaches to accessibility, diversity, inclusion, and equity."

4. *This is due on April 5, 2024 which is a Saturday. Can you please confirm the due date?*

**Response:** April 5, 2024, is a Friday. Proposals are due 4 p.m. (Pacific Time) on Friday, April 5, 2024.

5. *Please confirm that the proposal can be submitted electronically via email only and that printed copies are not required.*

**Response:** Proposals may be submitted electronically via email. Printed copies are acceptable but not required.

6. *The budget for this proposal will have sensitive information such as our staff's actual hourly wage/rate. Will the agency allow us to include the cost information as a separate PDF for confidentiality purposes?*

**Response:** Proposers may include cost information in a separate electronic document (e.g. pdf).

7. *Please confirm that the items requested D) Equal Employment Opportunity should be placed in the Appendix.*

**Response:** Attachment D is the Subconsultant List. Proposers may submit this in an appendix. Note: we discovered that the initial Attachment D was mistitled (as Attachment C). A corrected Attachment D is appended herewith. Either version will be accepted.

8. *Exhibit E doesn't appear to delineate the project area. Can you provide more detail?*

**Response:** The project area is described in the RFP in broad terms, i.e. as the areas within the subject jurisdiction boundaries, but has not been precisely mapped.

9. *What is the street network being evaluated in this project?*

**Response:** The entire street network within the project area will be included.

10. *VROOM does not appear to include a fully active network, only separate, identified routes. Does the scope include all streets or those identified as part of a network?*

**Response:** The scope includes all the streets.

The Q&A window is closed; HCAOG will not answer any additional questions related to the RFP while the solicitation is open. All responses to the RFP are due by 4 p.m. (Pacific Time) on April 5, 2024.

Encl: Attachment D. Subconsultant List [corrected 3.13.24]