



Questions and Answers Regarding the Stanislaus Council of Governments’
Community Transportation Needs Assessment
Request for Proposal

1. Are cost proposals submitted by proponents required to comply with federal acquisition regulation (FAR) part 31 (federal cost principles for for-profit entities)?

This project is funded with state funds; therefore, cost proposals are not required to comply with the federal acquisition regulations.

2. Do rates need to be based on raw direct pay rate times overhead?

The proposers are asked to submit both raw and loaded wage rates. StanCOG requires a full breakdown of each rate. The Cost Proposal should be developed using the loaded wage rates.

3. Can profit be applied to rate inclusive of overhead?

Profit should be shown at the base of the cost proposal as a separate line item.

4. Does StanCOG have an already identified short list of Disadvantaged Communities Focus Areas? Does StanCOG have a methodology developed to identify the DCFAs?

No. The methodology used to identify the Disadvantaged Community Focus Areas will be discussed at the Consultant kick-off meeting and finalized as part of Task 2.1 Develop Project Participation Plan.

5. What role will Catholic Charities play on the project? What level of engagement support can be anticipated from Catholic Charities?

Catholic Charities is the sub-applicant on the Sustainable Communities Transportation Grant awarded to fund the project. They will provide assistance for connecting with community leaders, members of the public, and other stakeholders.

6. Should the consultant budget for interpretation and translation services or will this support be provided by StanCOG and Catholic Charities?

Consultant should budget for translation and interpretation services to be provided by a translator certified by the American Translators Association.

7. Should the consultant budget for childcare and food for community charettes and workshops or will this support be provided by StanCOG and Catholic Charities?

No. The Consultant should not budget for childcare for any public outreach activities. Light snacks and refreshments for public workshops are allowable expenses. Please refer to pages 21-22 of the Caltrans Sustainable Transportation Planning Grant Program Grant Application Guide for a list of eligible activities and expenses.

8. Is compensation for community member participation in the community charettes an allowable expense?

Compensation for public participation is not an eligible expense.

9. Please confirm that proposers are only required to submit via electronic portal OR hard copies, not both?

This is correct. Consultants may submit a digital proposal through the electronic portal or a hard copy by mail. Both versions are not required.

10. Are section dividers required for submittal? If so, can dividers be omitted from the page count?

Section dividers are not required and may be omitted from the page count.

11. Is the cover letter, cover page, and table of contents counted toward the page limit?

The cover page and table of contents will not count toward the page limit. The cover letter is a required component of the proposal and will count toward the page limit.

12. Is the 30-page limit applicable for all sections combined?

The 30-page limit applies to the cover letter, the Project Understanding and Qualifications, and the Project Approach and Methodologies sections. Resumes may be included in an appendix, and the Cost Proposal shall be submitted separately. Neither will count toward the page limit.

13. Are client references required from subconsultants?

Client references for recent related projects for all project participants are encouraged.

14. Is StanCOG looking for templates and document designs for all deliverable types to be presented during the kick-off meeting?

Yes, the consultants will provide templates for StanCOG's consideration for various deliverables to ensure consistency of format, layout, and overall design within and between deliverable types.

15. The RFP indicates it will be up to the consultant to identify the two Disadvantaged Community Focus Areas to be studied, using a defined methodology. Please confirm StanCOG is expecting the consultant to select two Focus Areas from communities already designated as Disadvantaged Communities, and that criteria and/or priorities for selecting the focus areas will be discussed as part of the project kickoff meeting.

The Consultant shall develop a technical memorandum that includes a methodology to identify the Disadvantaged Community Focus Areas to be studied. The criteria and priorities for the methodology shall be discussed at the kick-off meeting, and the Consultant shall submit the draft methodology to the StanCOG Project Manager for review and approval.

16. What is the anticipated role of Catholic Charities expected to be for this project? Will they have more of an advisory role, or will they take a more active role by participating in outreach activities?

Catholic Charities is the sub-applicant on the Sustainable Communities Transportation Grant awarded to fund the project. They will provide public outreach assistance for all public outreach tasks assistance for connecting connect with community leaders, members of the public and other stakeholders and others.

17. Several deliverables are included under multiple tasks (minimum twice-monthly project management/team meetings, meeting agendas, meeting minutes and action items, project management support). Since these deliverables listed under all tasks will be consolidated into a single deliverable (e.g., the meetings and project support will apply to all tasks, not be done separately for each task or subtask), is it possible to consolidate and budget for these administrative deliverables under Task 6?

No. Per Caltrans instructions, project management activities, including project meetings, minutes, action items, and project schedule updates are to be billed to their relevant tasks. For example, a project management meeting spent discussing the community charrettes (Task 2.3) would be appropriately billed to that task.

18. On page 10, under Task 2.3, the RFP states, “Engineering, design, and planning experts from Consultant staff shall guide the events....” Is an engineer required for this project?

StanCOG is seeking a qualified consultant that possesses expertise in transportation planning and engineering to develop a Community Transportation Needs Assessment for two (2) unincorporated, disadvantaged communities in the Stanislaus region.

19. On page 18, under Task 5, the RFP specified “formats compatible with available StanCOG software.” Please clarify any software requirements that are beyond what is typically available in an office setting.

There are no software requirements that are beyond what is typically available in an office setting.

20. How many advisory committee presentations are expected to be required under each of Tasks 5.1, 5.2, and 5.3?

The Consultant shall present both the Draft and the Draft Final Community Transportation Needs Assessment to a minimum of one advisory committee and the StanCOG Policy Board. The Consultant shall also prepare its schedule with the understanding that any deliverable or project update that requires committee or Policy Board action or review, must be completed at a minimum of six (6) weeks prior to

the scheduled standing committee and Policy Board meeting so that it can be reviewed, revised if needed, and placed on the agenda and made available to the public in advance of the meeting.