



Questions and Answers Regarding the Stanislaus Council of Governments'
Electric Vehicle Infrastructure Implementation Study
Request for Proposal

Question 1: Are wet signatures required if submitting a proposal through the e-Procurement Portal?

Answer: Scanned or electronic signatures will be acceptable.

Question 2: Is there a preferred format for the budget or can applicants create a budget template that includes the requested budget information in Section III: Detailed Project Budget and Schedule?

Answer: StanCOG does not have a preferred format. Consultants shall provide a detailed cost breakout of all work associated with the project. The budget shall provide information on the number of work hours and loaded and raw labor rates for each of the Consultant's and sub-consultant's participating staff members and identify all project costs (direct costs, indirect costs, fees, and total costs).

Question 3: Can you provide a budget template or sample of the way you would like the budget details presented with respect to the breakdown of direct costs, indirect costs, fees, and total costs?

Answer: StanCOG does not have a preferred format. Consultants shall provide a detailed cost breakout of all work associated with the project. The budget shall provide information on the number of work hours and loaded and raw labor rates for each of the Consultant's and sub-consultant's participating staff members and identify all project costs (direct costs, indirect costs, fees, and total costs).

Question 4: Please confirm that no budget or cost data should be presented in *Section III: Detailed Budget and Schedule* of the full proposal, but rather only in the separate cost proposal.

Answer: This is correct. Budget and cost information as described in Section III shall be submitted separately in a sealed envelope (if delivering a hard copy) or submitted in the appropriate location in response to question #2 in the Vendor Questionnaire (if submitting electronically using ProcureNow).

Question 5: According to the RFP requirements, "the budget shall provide information on the number of work hours and loaded and raw wage rates for each of the Consultant's participating staff members and identify all project costs (direct costs, indirect costs, fees, and total costs)". [Consultant's] loaded rates are inclusive of all direct costs and fees. Do we need to include raw wage rates or will loaded rates be sufficient for the cost proposal?

Answer: The Consultants are asked to submit both raw and loaded labor rates. StanCOG requires Consultants to identify the extent to which direct costs, indirect costs, fees, and total costs are

incorporated into the loaded labor rate. The cost proposal should be developed using the loaded labor rates.

Question 6: The RFP states that all bidders must abide by and incorporate into their proposal the most recent State of California Department of Transportation DBE Race Conscious program. However, this PDF file is currently unavailable on the website. Is there a minimum DBE participation requirement for this work?

Answer: No. Caltrans has not established a minimum DBE participation requirement; however, StanCOG strongly encourages the participation of DBEs.

Question 7: In light of the COVID situation, is StanCOG expecting some or all parts of the data collection as mentioned in Task 3.1 to be virtual to replace the general field reconnaissance?

Answer: Per the Request for Proposal, data collection methodologies may include, but are not limited to, a mix of general field reconnaissance and other means of data collection. Field reconnaissance is anticipated to be required.

Question 8: In Section III – Detailed Project Budget, for hardcopy submittals should the sealed cost proposal be mailed separately, or can it be sealed but mailed as part of the same proposal package?

Answer: The cost proposal can be mailed in the same proposal package so long as it is in a separate, sealed envelope.

Question 9: On page 20 of the RFP, the last line mentions “All questions, clarifications, and interpretations of the RFP will be made in written form by StanCOG following the pre-proposal conference...”. There is no mention of a pre-proposal conference elsewhere, could you clarify if a conference is taking place?

Answer: StanCOG will not be holding a pre-proposal conference for this RFP.

Question 10: The RFP mentions that the “sealed Cost Proposal of the highest ranked firm will be opened after proposals have been reviewed and ranked”. How do you suggest we seal electronically submitted cost proposal documents?

Answer: Under Section 3: Vendor Questionnaire on StanCOG’s procurement portal, there are two questions that Consultants are required to answer.

Question #1 requires that firms upload the final proposal for the StanCOG Electric Vehicle Infrastructure Implementation Study. Question #2 requires that the cost proposal be submitted separately from the Proposal.

The electronic version of the cost proposal shall only be opened if the Consultant receives the highest score from the StanCOG evaluation committee.