

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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October 13, 2021

Procurement:

Request for Proposals for
San Mateo County Shared Micromobility Feasibility Study

QUESTIONS AND ANSWERS

Listed below are questions received prior to the closing date and time of the request for clarifications period regarding the San Mateo County Shared Micromobility Feasibility Study RFP:

Question 1: Is the 20-page limit one-sided or double sided? Additionally, what is excluded from the 20-page limit?

Response 1: The proposal page limit is referring to 20 pages of one-sided 8.5” x 11” or 11” x 17” pages. The following are excluded from the 20-page limit: cover letter, title page, table of contents, resumes of key staff members, relevant experience and references, divider pages, and required forms, including W-9 and all Local Assistance Procedures Manual (LAPM) forms.

Question 2: Please confirm that printed copies are not required and what “bounded pages” mean if printed copies are not required.

Response 2: C/CAG will accept one electronic submission via email only, therefore, no printed copies will be required. “Bounded pages” are intended for the submission to be in only one combined pdf, including all attachments in one file.

Question 3: The related links in Attachment 3 don’t seem to be active. Where can we find those documents?

Response 3: The various forms listed under Attachment 3 can be found here:
<https://ccag.ca.gov/opportunities/rfprsrfqs/>.

Question 4: Is meeting the 25% goal a requirement to be qualified for consideration?

Response 4: [Chapter 9 of the Caltrans Local Assistance Procedures Manual](#) states that when a local agency establishes a DBE contract goal on a federal-aid contract, a proposer must, in order to be responsive, make Good Faith Efforts (GFEs) to meet the DBE contract goal. The proposer can meet this requirement in either of two ways. First, the proposer can meet the goal, documenting commitments for participation by DBE firms sufficient to meet the goal. Second, if the proposer does not meet the goal, the proposer can provide documentation in support of their adequate GFEs. This means that the bidder must show that they took all necessary and reasonable measures to achieve the DBE contract goal. The proposer could reasonably be expected to obtain maximum possible DBE participation even if they were not fully successful in meeting the DBE contract goal.

Question 5: Can a proposer work with a DBE firm they have an established relationship with? If so, on form 15-H, should the proposer write “Not Applicable” on the sections addressing publication and solicitation? Also, does the DBE goal requirement affect proposal scoring?

Response 5: Please refer to *Response 4* above on how a proposer can meet the DBE contract goal. A proposer can work with a DBE firm that they have a relationship with, as long as the Proposer can meet the DBE goal through participation. However, if anything happens adversely that results in a shortage of meeting the goal, the Good Faith Efforts (GFEs) is the way to meet the DBE contract goal and solicitation is then required. The form 15-H is used to record what has been done for the good faith efforts. If nothing has been done, the Proposer can write “None” or “Not applicable.” The evaluation/scoring criteria can be found on page 9 of the RFP document.

Question 6: What types of service models would be considered in this feasibility study? Would it include moped share, neighborhood electric vehicles, and other micromobility modes, or just scooter and bike share?

Response 6: At this time, C/CAG would like to focus only on scooter- and bike-share in this feasibility study.

Question 7: Are the proposer’s subcontractors required to submit work samples?

Response 7: Subcontractors are not required to submit work samples, but proposers may choose to share subcontractors’ work samples if they help to demonstrate the firm and staff’s expertise and experience, and written presentation effectiveness.

Question 8: Are the proposer’s subcontractors required to respond to items 9–14 under IV. Proposal Requirements?

Response 8: Subcontractors are required to respond to items 9) Conflict of Interest Requirements and 10) Litigation. It is the prime Proposer’s responsibility to respond to items: 11) Contract Agreement, 12) Federal-Aid Provisions, 13) Insurance Provisions, and 14) Taxpayer Identification Number and Certification.

Question 9: Who is on the ad hoc advisory group? If you do not yet know, could you share a list of who you plan to invite?

Response 9: C/CAG will work with selected consultant to form the ad hoc advisory group. C/CAG envisions participation from a group of planners, local businesses, community-based organizations representatives, and other stakeholders.

Question 10: Does C/CAG have any evaluation data or ridership data from the Bay Area Bike Share pilot that could be used as part of this Study?

Response 10: C/CAG does not have any data from the Bay Area Bike Share pilot at this time.

Question 11: Proposers are instructed to "propose a schedule" in item 5a) Work Plan/Scope of Work of the IV. Proposal Requirements, but a schedule is also requested as its own material in item 6) Schedule of Work. Please clarify.

Response 11: Item 5a) Work Plan/Scope of Work should focus on identifying tasks and deliverables to accomplish the project goals. These tasks and deliverables should match what will be shown in the proposed schedule as part of item 6) Schedule of Work.