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**January 17, 2023**

**Procurement:**

Request for Proposals for  
San Mateo Countywide Local Roadway Safety Plan

**QUESTIONS AND ANSWERS**

Listed below are questions received prior to the closing date and time of request for clarifications regarding the San Mateo Countywide Local Roadway Safety Plan:

**Question 1:** In submittal requirements, it is stated that the proposal shall be no more than 20 bound pages, excluding cover letter, title page, table of contents, resumes of key staff members, relevant experience, and references. However, the submittal is digital. Is C/CAG requiring hard copy, bound submittals?

**Response 1:** 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 2:** How many references should we present for each Key Staff Member on their resume in the Appendix?

**Response 2:** C/CAG does not have a specific number of references needed for each key staff member.

**Question 3:** There are several LRSPs that have been prepared, or will soon be underway, for individual cities in San Mateo County. Should this countywide LRSP mainly focus on incorporating the results from complete or ongoing Plans and focus on the remaining agencies, or will the Countywide effort include updates to all jurisdictions independent of current Plans and status?

**Response 3:** This countywide LRSP should focus on the agencies that do not have an existing or in-progress LRSP, but also incorporate the results from complete or ongoing Plans.

**Question 4:** Should any engagement efforts focus on the communities that have not yet prepared a LRSP, or be done universally?

**Response 4:** Engagement efforts should focus on the communities that have not yet prepared a LRSP.

**Question 5:** The prompt for RFP section “7. Cost Proposal” requests more detailed information than the *Cost Proposal Template* provided in ATTACHMENT 1; would C/CAG prefer that proposers fill out the provided *Cost Proposal Template* as-is, or use a modified format to accommodate the RFP prompt (regarding the inclusion of raw rates, OH, fringe, and profit rates)?

**Response 5:** C/CAG prefers that the proposers fill out the provided Cost Proposal Template found in Attachment 1.

**Question 6:** Can you please confirm that Section 8 Consultant Information, Qualification & Experience is not included in the page count?

**Response 6:** 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 7:** Can we submit a separate PDF for the cost due to prevailing wage?

**Response 7:** See Response 6.

**Question 8:** Can we submit our samples as separate PDF’s and not have them included in the page count?

**Response 8:** See Response 6.

**Question 9:** You are requiring several forms; please confirm they will not be in the page count?

**Response 9:** See Response 6.

**Question 10:** Are each of the twenty (20) cities within San Mateo County participating in this Countywide LRSP or just those that do not have an existing LRSP or one already in progress?

**Response 10:** Each of the twenty-one (21) cities (including unincorporated San Mateo County) in the county is envisioned to participate in the LRSP. For the jurisdictions that have an existing or in-progress LRSP, they will review the summary of findings incorporated into the countywide LRSP.

**Question 11:** Under Task 4: Community and Stakeholder Engagement, it states that “Public outreach may include in person meetings with each participating City..” Should the budget include in-person meetings with cities that already have a LRSP or one in progress?

**Response 11:** In order to prevent duplication of work with existing or in-progress LRSP’s, the budget for in-person public outreach meetings should be focused on cities that do not have an LRSP.

**Question 12:** Will oral interviews be held in person?

**Response 12:** Oral interviews are scheduled to occur via videoconference, such as Zoom.

**Questions 13:** Can C/CAG identify the specific jurisdictions that currently have or are in the process of developing a LRSP, Vision Zero Plan, or SSAR that would be summarized in the Countywide LRSP?

**Response 13:** As of the writing of this document, the following jurisdictions have an existing or in-progress LRSP, Vision Zero Plan, or SSAR:

- Atherton
- Burlingame
- Colma
- Daly City
- Menlo Park
- Millbrae
- Pacifica
- Redwood City
- San Bruno
- San Mateo (City)
- San Mateo County
- South San Francisco