



Responses to Questions on RFP Posted – February 3, 2023

REQUEST FOR PROPOSAL Consultant for: Development of a
Vehicle Miles Traveled/Greenhouse Gas (VMT/GHG) Model Mitigation Program

Questions and Responses

Q1 - *Can you please provide more information on the scoring criteria for the cost proposal?*

R1 - Per the RFP, the Cost proposal should clearly define costs in a spreadsheet format. It is preferred that the costs be broken down by Task, by position title, and the hours dedicated to each task. It should include sufficient detail to provide the review panel an opportunity to understand the Proposer's areas of greatest cost focus throughout the total Scope of Work.

The RFP also calls for use of LAPM 10-H, which provides more detail in terms of total costs, subconsultant costs, and rates. Please do not complete an LAPM 10-H form. Instead, please complete the Cost Proposal Spreadsheet, which has now been posted on the RFP website. This change in requirement has been modified in the updated RFP document posted.

Remember to submit the cost proposal under separate hard copy cover or separate email in the proposal submission.

Q2 - *Can C/CAG confirm whether adoption of the VMT mitigation program and ordinance would be a project under CEQA requiring program-level review, or if projects themselves under Task 3 would be projects under CEQA.*

R2 – C/CAG does not presently anticipate that a program level document will be required for the scope of the services sought. This may be reevaluated depending on proposals received.

Q3 - *Under Task 4a, confirm whether C/CAG is expecting the consultant team to retain an attorney that is well-versed in the nexus test.*

R3 – This procurement is not for legal services to be rendered to C/CAG. However, the proposing firm should have the necessary access to the required expertise.

Q4 - *Can you please provide more information on the level of detail you are expecting for the cost estimates?*

R4 – Please see the response to Q1 above.

Q5 - *Would it be possible through the terms of the grant agreement to offer CBOs compensation for their participation?*

R5 – The Proposer firm may compensate CBOs for their participation with funds under the current grant agreement. CBOs should either be included in the proposal, or the proposal should include how CBOs will be identified for participation and compensation. CBOs must be compensated based on hours and an hourly rate, insurance is required for their engagement, and they should have an appropriate accounting system.

Q6 - *If the team chose to identify one or more CBOs, would they be considered as a part of the consultant team and count towards the DBE percentage?*

R6 – They may be considered as part of the consultant team. However, the CBO would need to be registered as a DBE to count towards the DBE goal.

Q7 - *Should the consultant include an attorney on the team, or should we plan to coordinate with the C/CAG's legal counsel? Per the description in Task 4 of the RFP.*

R7 – See Q3 above.

Additional Information:

An error was identified in the last table on Page 21, under Appendix B – Proposal Evaluation in the posted RFP. Consistent with the table on Page 18 of the RFP, the weight of both 2 - Cost Proposal and 3 – Staff Qualifications & Approach should be 20 and 20, not 30 and 15. The error has been highlighted and corrected with track changes in the posted Updated RFP.