



**CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY**

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August 2, 2023

Procurement:

**Request for Proposals for
Shared Micromobility Pilots Community Outreach Plan**

QUESTIONS AND ANSWERS

Listed below are questions received prior to the closing date and time of the request for clarifications period regarding the Shared Micromobility Pilots Community Outreach Plan RFP:

Question 1: Please clarify whether Tasks 2, 3 and 4 apply to the two pilot areas or to all of San Mateo County.

Response 1: For task 2 through 4, priority and emphasis should be placed on the two pilot areas, while ensuring that the proposed strategies and performance indicators are versatile enough to apply effectively across the County.

Question 2: Is C/CAG seeking broad input from community members about what a micromobility program may look like (e.g., how/whether people would use it, what vehicle type they would prefer, what costs are reasonable, etc.) or are you only seeking input on vehicle station locations?

Response 2: C/CAG is specifically seeking community input on vehicle station locations, program pricing structure, and what an effective equity program may look like.

Question 3: Can C/CAG provide an estimate of the number of outreach events anticipated?

Response 3: C/CAG would rely on the Consultant's expertise to recommend the optimal number of outreach events, while strongly suggesting a minimum of two in-person events for each pilot area.

Question 4: Will document translation and interpretation for meetings/events be needed? If so, which languages?

Response 4: Yes, document translation service for Spanish, Chinese, and Tagalog will be required. C/CAG anticipates the potential need for interpretation services during meetings/events. Hence, C/CAG kindly requests that the Consultant includes hourly rates for in-person translators on the cost proposal sheet.

Question 5: Is the listed budget inclusive of both labor and expenses (e.g., printing, childcare, travel, etc.)?

Response 5: Yes, the listed budget encompasses all components, comprising labor, direct costs, subconsultant expenses, and any other necessary cost items to effectively execute each task outlined in the Scope of Work.

Question 6: Is the listed budget inclusive of Task 5 - Optional Tasks as Needed?

Response 6: No, Task 5 is not included in the listed budget.

Question 7: Does C/CAG anticipate providing stipends for CBO participation?

Response 7: Yes, the Consultant is expected to provide stipends for CBO participation.

Question 8: Does C/CAG have existing relationships with CBOs?

Response 8: C/CAG has engaged CBOs for various projects. Some of the CBOs include Samaritan House, Housing Leadership Council, Nuestra Casa, Youth Leadership Institute, El Concilio of San Mateo County, Peninsula Conflict Resolution Center, and Youth United for Community Action.

Question 9: Does C/CAG have in-house translation services or a contract with a vendor?

Response 9: C/CAG does not have in-house translation services or a contract with a vendor to provide such service.

Question 10: Does C/CAG anticipate that the consultant would attend the Governance Working Group and C/CAG Board meetings or just develop content?

Response 10: C/CAG expects the consultant to develop meeting content. Attendance at the Governance Working Group and C/CAG Board meetings is on an as needed basis.

Question 11: What is the role of C/CAG's marketing and communications team in brand development and collateral development?

Response 11: C/CAG does not have an internal marketing and communications team. C/CAG's Program Manager will collaborate with the Consultant and the participating jurisdictions on brand and collateral development.

Question 12: Does C/CAG anticipate the consultant to support the creation of the subsidy program?

Response 12: Yes. Using the input gathered from the stakeholders, the Consultant will carefully analyze the community feedback received and support C/CAG in designing a micromobility subsidy program that boost affordability, inclusivity and accessibility.

Question 13: Is C/CAG working with a technical consultant to support implementation / selecting a pilot program operator?

Response 13: At this time, C/CAG does not have consultant support for operator selection.