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October 19, 2026

Procurement:

Request for Qualifications (RFQ) for On-Call Transportation Project Programming and Delivery Coordination Services

QUESTIONS AND ANSWERS

Listed below are the questions received by the deadline for requests for clarification (Thursday, October 8, 2026, at 4:00PM) regarding the Request for Qualifications (RFQ) for On-Call Transportation Project Programming and Delivery Coordination Services, followed by C/CAG's responses. Questions are shown as submitted, with minor edits for clarity.

Question 1: What systems or tools are currently used to track funding opportunities, Notices of Funding Opportunity (NOFOs), grant applications, awards, reimbursement requests, expenditures, and remaining grant balances?

Response 1: C/CAG currently tracks funding opportunities, Notices of Funding Opportunity (NOFOs), grant applications, awards, reimbursement requests, expenditures, and remaining grant balances using internal spreadsheets, supplemented by information shared by partner agencies. Programming information for federally funded projects is maintained in the Metropolitan Transportation Commission's (MTC) Fund Management System (FMS) and Caltrans California Transportation Improvement Program System (CTIPS).

Question 2: Is there an existing on-call contract in place for similar services? If yes, which firm(s) hold the contract(s)?

Response 2: C/CAG currently has an on-call contract with Gray-Bowen-Scott for similar services, which expires on December 31, 2026.

Question 3: Can you please confirm that C/CAG will be selecting only one firm, rather than a bench of firms?

Response 3: Yes. C/CAG intends to award one contract to a single Consultant. The Consultant may include subconsultants on its team. C/CAG is not establishing a consultant bench for these services at this time.

Question 4: Please clarify the following about the cost proposal:

- a. The RFP says C/CAG will authorize task orders for each year. Should the cost proposal cover year one only, or all four years?
- b. Task 2: How many meetings should we assume for Tasks 2.1, 2.2, and 2.3?
- c. Task 4.2: How many grants should we assume the Consultant will prepare materials for?
- d. Task 5.1: How many workshops should we assume per year?
- e. Task 7: Should proposers include a price for this task? If yes, how many grant applications should we assume?

Response 4:

- a. The cost proposal should cover the full four (4) year contract term. Work will be authorized through task orders on an as-needed basis and the cost proposal does not guarantee any minimum amount of work. Proposers should anticipate a higher level of activity in years when calls for projects are underway, such as for the MTC One Bay Area Grant (OBAG) program or the State Transportation Improvement Program (STIP). In other years, the level of effort is expected to be relatively consistent from year to year.
- b. and d. Proposers should estimate the level of effort for each deliverable in Attachment 1 based on their understanding of the Scope of Work and the workload information in Appendix A. Proposers should state their assumptions in the cost proposal.
- c. For the purpose of developing the cost proposal, proposers should assume the Consultant will support three (3) grant applications per year under Task 4.2. Under this task, C/CAG staff will lead preparation of each application, and the Consultant will serve as additional staff capacity, drafting application materials and supporting documentation as requested by C/CAG staff. C/CAG staff will remain responsible for writing, finalizing, and submitting the applications. The actual number of applications will depend on the availability of grant programs and may vary from year to year.
- e. Yes. Please include a price for Deliverable 7, Optional Additional Services, shown separately as provided in Attachment 1, and state the assumptions used. Task 7 differs from Task 4.2 in the Consultant's level of responsibility. Under Task 4.2, the Consultant supports applications led by C/CAG staff. Under Task 7, the Consultant will take the full lead in preparing complete grant applications on behalf of C/CAG. This includes reviewing program guidelines, writing the application narrative, assembling all required attachments and supporting documentation, and coordinating with C/CAG staff as needed. C/CAG staff will review the completed applications and handle final submittal. For the purpose of developing the cost proposal, proposers should assume the Consultant will prepare three (3) complete grant applications per year under Task 7. Optional services will be authorized only by task order at C/CAG staff's discretion.

Question 5: Do proposers have permission to use the C/CAG logo in their proposals?

Response 5: Yes, proposers can use the C/CAG logo in their proposals.