

ADDENDUM No. 1

Request for Proposals

Highway 20 Northshore Communities Traffic Calming Plan & Engineered Feasibility Study

Pursuant to the Request for Proposals for the *Countywide Sign Inventory Plan*, the deadline to submit written questions was **November 2, 2018**. This Addendum addresses questions received through that date.

Question #1: Is the submittal deadline in the RFP November 15th, as shown under the “Schedule” section, or November 16th, as shown under the “Proposal Submittal” section?

Response: The submittal deadline was mistakenly shown as both November 15 and 16, under the noted sections. To avoid penalizing potential applicants that have seen both deadlines, proposals will be accepted until Friday, November 16, at 4:00 p.m.

Question #2: The RFP states that three community workshops are anticipated, yet there are four communities involved. Does this mean a total of three workshops in total, or three workshops for each community?

Response: The task requires three workshops in total. While it is true that four communities are within the project area, it is assumed that three events will be adequate to include interested members from each of the communities.

Question #3: At what phase of the project will the workshops be held?

Response: While this will be left to the proposing firm to determine, it is typical to conduct the background research with existing conditions before asking for input from the public as to what types of improvements would be preferred.

Question #4: What role will the Lake Area Planning Council staff play in assisting with public outreach?

Response: Lake Area Planning Council staff can assist to a degree with the outreach component of the project. This could consist of such tasks as working with a successful consultant to provide feedback on proposed outreach presentations, helping with contact lists, or posting items on the Lake APC webpage. Staff will often attend the workshops as well and can be of some assistance with answering project specific questions at the meetings or in general. However, it will be expected that submitted proposals include an outreach strategy consistent with Task 3.0 of the RFP.

Question #5: Is the Technical Advisory Group (TAG) and the Technical Advisory Committee (TAC) the same group?

Response: The Technical Advisory Committee (TAC) is a standing subcommittee of the Lake Area Planning Council and meets on a regular basis to advise the APC Board of Directors on technical matters concerning local public works agencies. The Technical Advisory Group (TAG) will be formed specifically for the subject project. Often times, the TAG will consist of TAC members as they may have similar sets of expertise. They are, however, different advisory bodies.

Question #6: What level of tribal involvement is expected? Can they be part of the TAG?

Response: Tribal participation is always important, but never guaranteed. Reasonable efforts will need to be made to include tribes within the region, including invitations to be part of the TAG.

Question #7: Is there an anticipated schedule for this process? Under the “Schedule of Tasks” section it states that the schedule shall be consistent with the grant application (Attachment A). Please specify details of the grant application timeline.

Response: The Project Timeline from the grant application (as revised 10/1/18) has been attached to the end of this addendum for reference.

Question #8: What level of existing baseline information is available?

Response: As noted under Task 2.1, there are several planning documents that are relevant to Northshore transportation and safety, including the 2006 Highway 20 Traffic Calming and Beautification Plan, 2017 Regional Transportation Plan, Shoreline Communities Area Plan, development proposals, needs assessments, and Safe Routes to Schools plans. Other data could be available through contact with the County Public Works Department.

Question #9: Does the lead consultant need to be a planning or engineering firm? What professional qualifications are required for this project?

Response: There are no requirements as to the type of firm needed to lead the consulting effort. As noted under Section IV.C. of the RFP, qualifications and resumes will be required as part of the proposal. Qualifications, education and training will make up 10% of the evaluation criteria for purposes of selecting the successful proposal.

