## 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 15<sup>th</sup>, as shown under the "Schedule" section, or November 16<sup>th</sup>, 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.

#### California Department of Transportation Transportation Planning Grants Fiscal Year 2018-19

### PROJECT TIMELINE

### Revision # 1 - 10/1/18

	Project Title	Highway 20 N	lorthsho	re Commu	unities T	raffic C	alm	ning	Pla	ın &	EF	\$ 0	Gra	ntee	e l	Lak	e C	oun	ty/C	City	Are	ea F	Pla	nnir	g Council (APC)	
		Fund Source					F	isca	l Ye	ar 20	018/ <sup>,</sup>	8/19			FY 2	2019/	20				FY :	2020	)/21			
Task Number	Tasks	Responsible Party	Total Cost	Grant Amount	Cash	Local In-Kind Match	JA	so	ND	JF	MA	A M J	I I I	ASC	DN	JJF	FM	A M J	IJ	ASO	ON	DJ	FN		J Deliverable	
1.0	Project Initiation																									
1.1	Kick-off Meeting with Caltrans	APC	\$1,000	\$885	\$115																				Agenda, & Meeting Notes (APC)	
1.2	Prepare Request for Proposals- RFP	APC	\$2,500	\$2,213	\$287																				Request for Proposals (APC)	
1.3	Form Committee & Select Consultant	APC	\$1,000	\$885	\$115																				Agenda;Scoring Sheets; Notes (APC)	
1.4	Prepare & Execute Contract	APC	\$1,000	\$885	\$115																				Executed Consultant Contract (APC)	
2.0	Coordination with Project Partners	& Consultant																								
2.1	Form Technical Advisory Group - TAG	APC/Consultant	\$2,400	\$2,125	\$275	1							TT		ТТ		TT		T	ТТ					Technical Advisory Group Roster (Consultan	t)
2.2	Project Kick-off Meeting	APC/Consultant	\$3.000	\$2.656	\$344																				Kickoff Meeting Agenda & Meeting Notes (C	onsultant)
2.3	Periodic TAG/Consultant Meetings	APC/Consultant	\$18,000	\$15,935	\$2,065																			11	TAG Meeting Agendas & Notes & (Consulta	
3.0	Prepare Existing Conditions Repor	t & 2005 Plan Pi	ogress F	Report									_							<u> </u>				-		
3.1	Review Existing Plans & Documents	Consultant	\$2,500	\$2,213	\$287				1			11	TT		ТТ	ТТ	TT		TT	TT	ТТ		Т	П	List Resources Documents Reviewed (Cons	ultant)
3.2	Northshore Community Field Review	Consultant	\$10.000	\$8.853	\$1,147										++					+			+		Field Notes & Sketches (Consultant)	andarity
3.3	Prepare Documentation & Maps	Consultant	\$4,000	\$3,541	\$459										++	++	+			++	++		-	++	Documentation & GIS Maps (Consultant)	
3.4	Prepare draft Existing Conditions Report	Consultant	\$8.000	\$7,082	\$918				+						++	++	+			++			+		Draft Existing Conditions Report (Consultant)	)
	Review & Analyze 2005 Highway 20 Plan	Consultant	\$4.000	\$3.541	\$459				+						++	++	+			++			+		Progress Report (Consultant)	
	Existing Conditions & Progress Report		\$3,000	\$2,656	\$344		-		-				++	++	++	++	+	++		++	++		+	++	Final Existing Conditions/Progress Report (Consultant)	oncultant)
4.0	Public Paticipation: Community &		φ3,000	φ2,030	ψ <b>J</b> 44				_			_	11				11							11	Final Existing Conditions/Frogress Report (C	onsultant)
			<b>A</b> A AAA	<b>*</b> 0.050	00.1.1						1															
4.1	Develop List of Stakeholders	APC/Consultant	\$3,000	\$2,656	\$344				_						++	++	++		+	++	_		_	++	Roster of Stakeholders (Consultant)	
4.2	Advertise Public Workshops	Consultant	\$4,000	\$3,541	\$459				_	$\square$	$\square$				++	++	++			++			_	$\left  \right $	Adverting Materials, Surveys, etc. (Consultan	nt)
4.3	Conduct Community Workshops	APC/Consultant	\$14,000	\$12,394	\$1,606										++					++			_		Agendas & Meeting Notes (Consultant)	
4.4	Documentation of Public Review	Consultant	\$1,000	\$885	\$115																				Notes & Documentation of Public Process (C	onsultant)
	Develop Draft Highway 20 Northsh	ore Communitie	s Traffic	-		ineered	Fea	sibili	iy St	tudy	' (EF	S)														
5.1	Conceptual Improvement Projects	Consultant	\$16,000	\$14,165	\$1,835																				List of Conceptual Projects (TAG & Consulta	nt)
5.2	Develop Prioritization Methodology	Consultant	\$4,000	\$3,541	\$459																				Prioritization Methodology (Tag & Consultan	:)
5.3	Prioritize Projects	APC/Consultant	\$2,500	\$2,213	\$287																				Overall Priority List; Community Priority List	Consultant)
5.4	Technical Advisory Group Review	APC/Consultant	\$3,500	\$3,099	\$401																				Agenda & Meeting Notes (Consultant)	
5.5	Field Review & Scoping	Consultant	\$16,000	\$14,165	\$1,835																				Piority Project Scoping Document (Consultan	nt)
5.6	Prepare Cost Estimates	Consultant	\$12,000	\$10,624	\$1,376																				Planning Level Cost Estimates (Consultant)	
5.7	Prepare Draft Study	Consultant	\$6,000	\$5,312	\$688																				Draft Study (Consultant)	
6.0	Final Plan Preparation & Hearing	•																								
6.1	TAC Presentation	APC/Consultant	\$4,500	\$3,984	\$516	1									ТТ				TT	ТТ					TAC Presentation Materials (Consultant)	
6.2	Prepare Final Draft	Consultant	\$6,000	\$5,312	\$688					ΤĒ	11	11	$\mathbf{T}$	++	++			++	$\mathbf{T}$	$\uparrow \uparrow$	$\top$			11	Draft Final Study (Consultant)	
6.3	Public Hearing	Consultant	\$2,000	\$1,771	\$229						TT		11						TT	$\uparrow \uparrow$	T			П	APC Presentation Materials (Consultant)	
6.4	Final Plan Preparation & Acceptance	APC/Consultant	\$8,500	\$7,525	\$975					ΤĒ	11	11	$\mathbf{T}$	++	++	++			$\mathbf{T}$	$\uparrow \uparrow$	$\top$			11	Final Study (Consultant)	
6.5	Prepare & Distribute Copies	Consultant	\$3,000	\$2.656	\$344			++	+		++		11		++	++				++	++		+	$\mathbf{H}$	Electronic & Hard Copies (Consultant)	
	Project Management/Administratio		\$0,000	<i>42,000</i>	ΨC.Τ					<u></u>		<u> </u>														
7.1	Quarterly Reports & Invoices	APC	\$1,000	\$885	\$115												-								Quarterly Reports & Invoices (APC)	
1.1	Quarterry reports & involces	AFU	\$1,000	φυοο	φ110		+	+++																H	Quartery reports a involces (APC)	
			\$0 \$0				+	++	+	++	++	++	++	++	++	++	++	++	+	++	++	+	+	++		
L				¢440.400	¢40.004	¢																				
	TOTALS		\$167,400	\$148,199	\$19,201	\$0																				

Reimbursement of indirect costs is allowable upon approval of an Indirect Cost Allocation Plan for each year of project activities. Provide rate if indirect costs are included in the project budget. Approved Indirect Cost Rate: N.A.

Note: Each task must contain a grant amount and a local cash match amount. Local cash match must be proportionally distributed by the same percentage throughout each task. Local in-kind match needs to be indicated where in-kind services will be used. Please review the grant program section that you are applying to for details on local match requirements. The project timeline must be consistant with the scope of work.