

**City of Alameda**  
**Request for Proposals**  
**for Professional Services for Development of an**  
**Active Transportation Plan**

**Responses to Written Questions received by 04/17/19 Deadline**

*Issued: 04/18/2019*

1. **Question:** Can you please clarify the Selection Criteria percentages, as they currently add up to 110%

**Response:** Apologies for this error! The corrected selection criteria (from Section VII of the RFP) are below:

“The final selection will be based on the following criteria:

- A. Understanding of the project and goals. (20 percent)
- B. Clarity, comprehensiveness and organization of the work plan that demonstrates strategic thinking, creative and innovative approaches, an understanding of best practices, and delivery of a robust number of outreach events and implementation tools. (35 percent)
- C. Demonstrated ability, based on firm experience and specific experience and expertise of the project manager and proposed team, to complete the Scope of Work in the RFP, including experience developing similar plans and work products, the quality of those plans/products and excellent project management skills. (35 percent)
- D. Demonstrated ability to perform on schedule and within budget. (10 percent)

Total: 100 percent”

2. **Question:** Can you please clarify if you would like to see the budget broken out by task or by sub-task?

**Response:** Please break down the budget to the sub-task level (e.g. Task 8.1, 8.2, 8.3, etc).

3. **Question:** Page Limits (multiple questions):

- a. Is the 35 page limit assuming double-sided printing? ie; one piece of paper printed on both sides counts as one page?
- b. Are resumes considered attachments, and therefore, not subject to the page limit? Can you please confirm if Front and Back Covers, Section Dividers, and Table of Contents are included in the page count?
- c. Are resumes included in the page count?
- d. Are proposal covers/title sheets/TOC included in the page count?

**Response:** The 35-page limit (from Section V of the RFP) will be counted as each side of paper with print on it (so, if you were printing double-sided, which is encouraged, that would mean 18 pieces of paper, with the last page printed on one-side only). Resumes, front/back covers, title sheets, section dividers and table of contents will not be counted towards this page limit.

4. **Question:** Is there anything required to be submitted with this proposal regarding: insurance, conflict of interest, or permits and licenses? If yes, does this need to be provided by subconsultants as well?

**Response:** No, none of these items are required to be submitted with the proposal. If selected, the consultant will need to provide certificates of insurance as detailed in the City Standard Service Provider Agreement (Attachment C to the RFP) and also proof of having a City of Alameda business license.