

**RFP #2023-09 For the
Facilitator/Consultant Services for
Community Based Transportation Plans (CBTPs)
Questions and Answers**

1. Will bidder interviews be conducted in-person or virtually? **In Person**
2. Can the two Plans be prepared/conducted in consecutive order? Or must they be completed concurrently? **They are to be completed consecutively. Rio Vista will begin in Fall 2023 and Dixon will begin in Spring 2024.**
3. Has the Solano TA identified those community stakeholders it wishes to be included in the outreach process? **Potential Identified stakeholders: City staff, Chambers of Commerce, CBOs such as Veterans groups, Meals on Wheels or other food kitchen services, etc.**
4. Task 4 includes at least three pop-up events. Does this mean no less than three events per community or no less than three events total? **No less than 3 per community at grocery stores, transit hubs, etc.**
5. The RFP refers to “multiple group discussions” and “focus groups.” Are these synonymous or separate outreach activities? **Separate –**
 - **2 “Group Discussions” - kick off and conclusion community wide events for public, stakeholders.**
 - **3 - 5 “Focus Groups” are to be held where the community is – Housing facilities or communities, Senior Centers, Veterans groups, etc.**

What is the minimum number of sessions for which the bidder should budget? Is this minimum number for each community or for the project as a whole? **This is per community.**
6. Will the consultant be responsible for conducting the survey referenced in Task 4, or only assisting with creation of the instruments and working with stakeholders for distribution? **The consultant will be responsible for assisting in creation, distribution at events and discussions AND for analysis of results.**
7. Given the relatively short project completion timeframe, would the Solano TA consider conducting the project initiation meeting virtually? **Initiation meeting will be done in person.**
8. What is the desired format for the biweekly project check-in? Virtual? In-person? **Virtual**
9. What is the expected composition of the Project Leadership Team? Will there be a single PLT for both Plans? **PLT will be different for each plan. PLT will be comprised of city staff, transit staff person, STA staff and CBO personnel.**
10. The RFP indicates the PLT will meet monthly or every other month. When will meeting frequency be determined? **At first PLT it will be determined by the group.**
11. Should the bidder budget for in-person or virtual meetings with the PLT? **Virtual**
12. The RFP refers to “outreach to various community-based forums.” Please provide some additional details re this activity. **Please see answers to question 5.**
13. With respect to the evaluation criteria on page 10 of the RFP: The last criterion is “Business presence and/or experience in Solano County (10 Points).” Will points be awarded to a bidder that is not a local business but does have experience in Solano County? Or will points only be awarded to local bidders? **Points will be awarded to bidders that have experience working within Solano County, not just local bidders.**
14. Is there a way to be involved in this project/proposal if you are lacking a qualification? **Proposals will be considered on merit. Please submit proposal.** Also, are there any smaller opportunities that your organization requires assistance with that may not need a RFP? **STA is a government agency and typically requires a competitive process using RFPs, RFQs etc.** Do you ever have or attend matchmaker type events for connections? **We belong to all**

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- Solano County Chamber of Commerce.** I signed up previously on a vendor list however, I do not see my company name showing. **Requires more information. Please contact agency directly.**
15. Will STA accept fully loaded rates? **Please submit your actual cost in accordance with the RFP.**