

ADDENDUM No. 1

Request for Proposals

Safe Routes to School Non-Infrastructure Activities

In Mendocino County

Pursuant to the Request for Proposals dated **October 16, 2015**, the deadline to submit written questions about this RFP was November 4, 2015. This Addendum addresses questions received through that date.

- Q1: On page 1 of the “Non-Infrastructure Program Guidance,” in the Notes section, under Operating Expenses, it states that an “RFQ/RFP/PIF must be utilized for all consultants.” (a) We are not sure how it is possible to follow this instruction, and still provide the names of all of the subcontractors? Please clarify. (b) In the places where we are able to use a contractor, and there is only one contractor available, can we consider them a sole source? Do we need to state this in our proposal?
- A: This requirement applies to MCOG only (as the grant recipient), and is being fulfilled in the current RFP process to competitively procure consultant services for this project. Proposers to this RFP may add any sub-contractor to their proposals without going through an RFP or competitive process.
- Q2: Page 3 of the “Non-Infrastructure Program Guidance” states the “Unit cost for one item cannot exceed \$50.” Does this apply to the entire budget? Or is this meant to only apply to participation incentives?
- A: MCOG staff interprets this \$50 limit to apply to Equipment, with exceptions as noted on page 4 of the guidance document, and not the entire budget. Incentive items have lower limits, also noted on page 4. MCOG staff will work with the successful bidder to ensure the contracted scope of work only includes eligible items.
- Q3: Task D.2.a requires that we “Develop localized and countywide media campaign...” Can we spend more than \$50 on advertising and/or banners etc?
- A: Caltrans staff’s interpretation of this item is that advertising and/or banners would be limited to \$50.

- Q4: We envision using a cargo van for transporting and storing bicycles and bike mechanic/bike kitchen support and education materials to participating communities. Is this considered an allowable cost? If not, please clarify how the bicycles are to be transported for use in bicycle education events in these communities. If it is allowable, are the costs associated with operating the vehicle also allowable?
- A: Purchase of a van is not an eligible cost. Van rental (and operating costs) to transport bicycles would be eligible. MCOG staff anticipates that the California Conservation Corps will assist in transporting bicycle fleets, as well.
- Q5: If the purchase of the cargo van is not allowable, is vehicle rental for this purpose an allowable cost?
- A: As stated above, vehicle purchase is not eligible; however, vehicle rental is eligible.
- Q6: Task D.2.a requires that we perform “outreach for bike/pedestrian events, presentation to community organizations, social media, etc. to promote walking and biking...” Modern outreach efforts, particularly social media, rely on audio visual aids. Is the purchase of video cameras and similar audio visual equipment that exceeds a unit cost of \$50 allowable to help us achieve this task?
- A: Caltrans staff has advised that the purchase of video and other cameras and video processing equipment is not allowable.
- Q7: On page 4 of the RFP in the Project overview section its states “The goal of this multi-year non-infrastructure project is to *develop and sustain* (our italics) a comprehensive Safe Routes to School program..” Considering that these programs do not currently exist in Mendocino County, and considering we have a shared goal of seeing these programs achieve sustainability, are there perhaps guidelines that could be applied that are less strict and allow us the possibility of being creative and investing some of these funds in the programmatic infrastructure that will provide sustainability.
- A: MCOG staff believes the State’s Active Transportation Program’s (ATP) guidelines will allow for the development and sustainability of this project; however, we are required to follow the existing guidelines. Without knowing the issues, we cannot answer if flexibility will be allowed under undefined situations. Sustainability may also be achieved through curriculum by schools.

Q8: The guidelines document states that out of state travel is not an eligible expense. Yet, there are no in-state bicycle mechanic training programs. Is there some wiggle room or “meet you half way” options?

A: There is no intent to send people to bicycle mechanic training programs, but rather to encourage development of bike mechanic programs on site. There is no “wiggle room” in the out of state travel restrictions.

Q9: We would like to hold an annual Safe Routes Summit to allow participants and those interested in participating in the future to learn from one another. Is hosting a Safe Routes Summit for participating schools considered an allowable cost?

A: Caltrans staff has advised that this would need to be part of the working plan in Exhibit 22-R, which it is not. MCOG staff notes that any tasks not listed in the RFP should be proposed as an optional item, with a separate budget.

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Dated 11-5-15