

May 27, 2022

Submitted questions regarding the following:

Request for Proposals

DEVELOPMENT OF A SCENARIO PLANNING PROCESS, TOOLS, AND PUBLIC ENGAGEMENT

RFP# 22-05

Please see answers to the questions in bold below.

1. Are there any forms that need to be submitted along with this proposal? **Please submit your response according to item 4 on page 14 of 39**
2. May we include a cover and back page with graphics, and if so, will these be counted towards the 25-page limit? **Yes you can include a cover and back page – it will not be counted against the 25 page limit**
3. What should we supply for b. Contract Compliance (p. 14 of the RFP)? **Please refer to the sample agreement**
4. Do you require licenses with this proposal, and if so, do they count towards the 25-page limit? **We do not require licenses with this proposal**
5. Regarding the cost estimate, does the agency require final lump sum cost estimate for performing the entire work, meetings, communication etc.? Many of these require discussions with the TPO staff and an understanding of the agency budget constraints and immediate needs. Or does it only include the presentation of loaded hourly rates of the proposed staff of the prime and sub consultants, along with approximate breakdown of hours for the job completion? **Please submit both a lump sum estimate assuming with your best understanding of the project needs and also submit loaded hourly rates of prime/sub as well as breakdown of hours.**
6. Regarding the contract timeline on page 3, it was mentioned July 1, 2022 to October 27, 2023. However, the Policy board final approval is listed at Spring 2024. Will the consultant support be needed after October 2023? **The contract timeline will be through adoption of the plan in Spring of 2024. The bulk of the consultant work will be completed by the end of October 2023 but there will be opportunities for ongoing support through adoption.**
7. For the Consultant led models in Task 1b., what level of complexity is expected? Do you expect something like the RSLAM or RTC Travel Demand Model, or a more sketch level tool? We are trying to be cognizant about the stated purpose of consideration of time, budget, and staff constraints. **RRTPO would like to have a level of complexity that will make the models useful for ongoing analysis. If there needs to be a prioritization of particular models over others for the constraints mentioned above, staff will be willing to have that discussion.**
8. Is there an anticipated budget for this project? **There are committed STBG funds in the amount of \$243,550 in the draft UPWP for FY23 plus additional staff time committed to the project in that same fiscal year. We expect other funds will be identified to assist in the public outreach and engagement portions of the project.**
9. Can you provide more clarity on what should be proposed for public engagement for the Scenario Planning RFP#22-05? Is PlanRVA's intent to contract that work directly through the communications on-call contract or will PlanRVA be handling that in house? **PlanRVA intends to utilize the expert advice of the consultant team to guide the public engagement process and to develop tools to involve key stakeholders and the general public in the development of the plan. PlanRVA will be able to provide ample staff support for these efforts. PlanRVA encourages the use of the existing on-call communications bench as part of the overall proposal.**

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Are technical contractors still encouraged to partner with one of the on-call contractors? **Yes**

10. If technical contractors are still encouraged to partner, can you provide more information on what should be included in the fee for public engagement? **The fee for public engagement should include all necessary items to develop the outreach and engagement strategy, define and work with a steering committee or committees, define and develop online and in-person tools for education and engagement, and train community members, local staff, and PlanRVA staff in engaging the public to participate in the scenario planning process. PlanRVA staff will be available to provide extensive support for logistical connections with member communities, stakeholders, and elected officials as well as in-kind time for meetings, community events, and online activities as defined by the consultant team.**