

**West Contra Costa County Express Bus Implementation Plan RFP:  
Questions Received as of Wednesday, April 18, 2018, 3:00 PM  
with  
WCCTAC Staff Responses to Questions**

**Questions received via email**

- 1. Does work a consultant did to prepare the Caltrans Grant application for this project in any way prevent his new consulting firm from proposing on this project either as a prime or a sub?**
  - a. We've consulted with our General Counsel regarding your past work in advising WCCTAC related to the grant application to fund the West County Express Bus Plan. It appears that you may be prohibited from receiving the contract, though this is a complicated area of law. We recommend that you consult with your own legal counsel for their determination as to whether there may be a legal prohibition on your ability to bid on this contract.
  
- 2. Would you be able to explain the differing roles of the Leadership Team and the Policy Advisory Committee?**
  - a. The Executive Leadership Team is composed of upper-level staff management from each participating agency. This group would be utilized on an as needed basis for matters that cannot be resolved by the Technical Advisory Committee such as high-level buy-in and/or resolve conflicts if they arise. The Policy Advisory Committee is composed of elected or appointed representatives from each participating agency. Should the study partners (WCCTAC, AC Transit and WestCAT) identify a topic requiring high level buy-in and/or conflict that needs resolution from these elected or appointed policy representatives, this group would be convened. Alternatively, the Executive Leadership Team could recommend that a matter be forwarded to the Policy Advisory Committee, so it may weigh-in.
  
- 3. How far out should the implementation plan look relative to capital investment recommendations and the service plan—e.g., 2, 5 or 10 years+ beyond the study's completion?**
  - a. Ten years would not seem unreasonable. Proposals can make a case for the need for a plan that might go beyond the ten-year time horizon.
  
- 4. The WCCTAC website states that proposals can be submitted electronically in either .docx or .PDF format, but the RFP states that proposal must be submitted in both .docx and .PDF formats. Is it permitted to submit the hard copies and just a PDF on a USB drive?**
  - a. Hard copies of the proposal and only PDF files on a USB drive are permitted.
  
- 5. If we do have to submit the proposal in both .docx and .PDF formats, do we have to convert the PDF forms into word for the .docx submission?**
  - a. See response to Question 4. PDF formats only are now permitted.

6. **Per the references section, do you want all contracts or only prime contracts for the summary of contracts held with WCCTAC?**
  - a. Provide a summary of all contracts that members of your team (both prime and subconsultants) have held with WCCTAC in the past three years.
7. **What is WCCTAC's position on whether the scope of work of this RFP constitutes a "public works" as referenced in paragraph 1.5 of the WCCTAC Sample Professional Services Contract?**
  - a. Yes, some aspects of the work could involve pre-design phases.
8. **Please provide further information on the process and requirements to obtain the "Business License from WCCTAC" referenced at the end of paragraph 7.4 of the WCCTAC Sample Professional Services Contract.**
  - a. The last sentence in paragraph 7.4 will be deleted from the final agreement.
9. **Can you confirm the study will be limited to analysis of potential routes with or between Contra Costa, Alameda, and San Francisco counties?**
  - a. The intent of the Implementation Plan is to focus on Contra Costa, Alameda and San Francisco counties.
10. **On page 17 of the RFP it references an original copy. Is this in addition to the 6 hardcopies?**
  - a. No. The original with copies should total 6 paper versions of the proposal.
11. **What forms do subconsultants need to submit?**
  - a. Table 3: Required Forms and Certifications identifies which forms are required of subconsultants.
12. **Can you provide details about the Caltrans requirements for the invoice packages in Task 4.1?**
  - a. Caltrans Sustainable Transportation Planning Grants webpage contains information and links to the required procedures for submitting reimbursement invoices to Caltrans: <http://www.dot.ca.gov/hq/tpp/offices/orip/Grants/grants.html>

### **Questions from the April 16, 2018 Pre-Proposal Meeting**

13. **Is there a Disadvantaged Business Enterprise (DBE) policy or goal?**
  - a. No. WCCTAC does not have an official DBE policy or goal. Based on our conversations with Caltrans, they also do not appear to have a DBE policy or goal requirement.
14. **How soon could these express bus improvements be implemented?**
  - a. The RM3 Expenditure Plan contains a line item for \$25 million for transit improvements along the I-80 corridor. If RM3 passes, that is a potential source of implementation funding for capital expenses. Additionally, the CCTA may begin working again on developing an extension of Measure J which could include additional funding for express bus service.
15. **Is it possible for transit operators to share vehicles?**

- a. The consultant team can investigate creative ways to manage operations, which could involve transit agencies sharing vehicles, facilities, or other resources. Naturally, the agencies themselves would need to be amenable to such ideas, and these would ultimately need to be defined in any inter-operator agreements.

**16. Will the consultants be bringing the draft plans to each individual community for feedback?**

- a. Not necessarily. Communities will be engaged throughout outreach process and the WCCTAC Board will likely review a draft of the Plan and probably the Boards of our study partners at AC Transit and WestCAT. However, consultant presentations explaining the draft plan do not necessarily need to be made to each City Council.

**17. There are 3 outreach rounds mentioned in the RFP. Will there be multiple meetings in each round?**

- a. No. We know that attracting members of the public to attend meetings is not always the best way to engage community members. WCCTAC designed the grant's scope of work to use other outreach tools. The grant's scope of work anticipates online and in-person surveys, interactive maps, pop-up events, focus groups, email and postal mailings, and social and traditional media.

**18. Do you expect that there will be lots of consultant meetings with the Policy Advisory Board or other elected officials, or will this mainly happen only be when there is a finished product?**

- a. We know that the implementation plan involves a lot of technical work. It is our expectation that meetings with policy boards will only occur when there are policy issues to consider. It is likely that the WCCTAC Board will receive more frequent interaction to stay informed, but in general we want these meetings to occur only at key milestones or if there are policy issues that need to be addressed.

**19. WCCTAC is the main point of contact and AC Transit and WestCAT will be involved in document reviews. Can you provide some more information about what the technical review will be like?**

- a. AC Transit and WestCAT are partners in this planning effort and are the organization that will be implementing any express bus improvements defined in the plan. As a result, their buy-in is critical and they will be carefully reviewing project deliverables. The grant agency, Caltrans, would also like to be cc'd on communications and considered a partner. We foresee WCCTAC staff and the transit agencies reviewing draft materials before they are brought to the technical advisory committee.

**20. To what degree does implementation rely on the achievement of the goals of MTC's Managed Lanes process?**

- a. WCCTAC is working with CCTA, Caltrans, and MTC to address the issue of HOV lane degradation which is a threat to express bus travel times in the I-80 corridor. There are several ideas being discussed to improve the situation. That effort, while related, is separate and apart from this Express Bus Implementation Plan. The consultant can consider that travel times in the corridor may have some variability or could change in the future and if transit priority improvements like queue jumps would be beneficial. However, the consultant need not focus on how to solve HOV degradation issues, and the MTC managed lane concept (such as implementation of an Express Lane) are not a necessary pre-condition for the Express Bus Implementation Plan

**21. There are places where both WCCTAC staff and another organization are listed in the RFP as being responsible for an activity. In particular, both WCCTAC and the consultant are listed as responsible for outreach. What types of outreach activities will WCCTAC be involved in?**

- a. WCCTAC staff will discuss outreach strategies with the consultant and will review outreach materials in advance for quality control. While WCCTAC may be present for meetings or other types of outreach, it is expected that the consultant will take the lead on outreach duties.

**22. Will the aim of this added bus service be to connect with BART, or to supplement BART? In other words, to what degree is this service transfer oriented?**

- a. Some existing and successful express bus service may be supplemented. New express bus service is intended to serve the areas that BART does not serve, either at the origin point, the destination point, or both.