

**PLEASE NOTE THAT THE REVISED DUE DATE FOR PROPOSALS IS  
MONDAY, MARCH 16, 2009 BY 5:00 P.M. PACIFIC TIME.**

**Questions Received by Gateway Cities COG on the SB 375 RFP:**

- Whereas both the cover letter and introduction to the RFP focus on the connection between transportation and greenhouse gas reductions, the tasks outlined in the scope of work seem to emphasize broader growth scenarios (population, housing, employment), particularly as they relate to member cities' General Plans. Can you comment on what the COG is anticipating to be the main thrust of the study (land use vs. transportation vs. broader policy) and subsequently what types of strategies will be prioritized?

Population, housing, and employment forecasts at the local level will be central to the outcome of the RTP and the accompanying Sustainable Community Strategy. Consultants who work with the COG will need to provide the broadest possible expertise.

- We would like to know if you have a preferred format or suggested outline for the proposal. Also, is there a page limit?
- What are the proposal submission requirements for the Gateway Cities Sustainable Community Strategy Under California Senate Bill 375 (2008) Initial Strategy Assessment request for proposal?
- Is there a desired proposal format or outline? (i.e., Approach, Scope of Work, Budget, Schedule, Firm Qualifications and Staffing, Other?)
- Are there any requirements for proposal format or proposal contents?

The Gateway Cities Council of Governments is following procurement procedures of the City of Paramount for this RFP. For professional services of this type, there are no specific proposal submission requirements, including page length.

- Has the COG set aside a specific budget or budget range for this project?
- What is the total project budget or range of project budget?
- What is the estimated budget range for this project? If an overall budget has not been established, are the "target budget" amounts estimates or maximums?
- What is the source of funding for the project?
- Has budget been allocated for this project? If so, what is the budget?

The COG has established a preliminary budget of \$100,000. If you feel you cannot achieve the work plan for \$100,000, please indicate "optional" tasks in the budget.

- Do we need to submit a budget or labor rates? If so, does this information need to be submitted separately from the technical proposal?
- Should the proposals include a fee estimate/budget? We did not find direction on this in the RFP.
- Please provide any requirements for the format of the cost proposals.

Please submit a proposed budget showing hours, labor rates, and other direct costs. There is no required format for cost proposals. All information submitted with the proposal should be considered to be public information.

- Can we assume that the project is intended to identify potential issues and strategies related to calculating and reducing VMT and GHG, but not to actually quantify VMT or GHG numbers for either existing conditions, GP buildout, or SCAG models?
- What level of GHG emissions quantification and air quality planning is envisioned for this project and does the COG have a method of calculating emissions reductions at this time?

The project is primarily intended to identify issues and strategies, but if any quantification of emissions or VMT can be accomplished within the available budget, this would be helpful. The COG does not have a method of calculating emission reductions.

- Does the COG know how many of its member jurisdictions currently maintain a land use plan in a GIS format? Is the COG looking for all of the general plans to be built out or a select sample? Or does that depend upon the budget?
- Does the COG have a parcel-level database in GIS with land use information from the 27 cities? Is this something that should be considered as part of the project?

The COG does not have a GIS database and does not know how many of its member jurisdictions have data in GIS format.

- In Task 1, item 1B identifies the creation of a web-based survey. In item 1C, the consultant is directed to administer the survey via e-mail. Is the intent to have a survey that can be completed on the COG's website or one that is completed via e-mail?

The intent is to use a fully electronic survey as opposed to a paper survey.

- Since the RFP has a fairly detailed "Scope of Services", should our Proposal have additional Scope information? Alternatively, are you looking primarily for qualifications-related information in a Proposal?

Both qualifications and proposed work tasks will be important.

- What will be the form of the resulting consultant agreement (CPFF, lump-sum, T&M, etc.)?
- Do you have a sample contract that we could review? Would the contract be with the Gateway Cities COG or with SCAG?
- Please provide information on the type of contract that would be executed with the consultant. (e.g., time and materials, cost plus fixed fee, fixed price, etc)

You may assume that the contract will be time-and-materials with a not-to-exceed amount. The contract will be with the Gateway Cities COG. The contract is not available at this time.

- Can we email the proposal or do you want hard copies? If you would like hard copies, how many copies should I send?
- How many copies of the proposals/CDs should be submitted?
- Can the proposal be submitted electronically?
- Should proposals be submitted to Nancy Pfeffer at the 16401 Paramount Boulevard address?
- Where should the proposal be sent?

Proposals may be submitted either by e-mail to [nancy@networkpa.net](mailto:nancy@networkpa.net) or in hard copy to the Paramount Boulevard address. For hard copies, please submit 6 copies.

- Please clarify the specific time to be interpreted by "close of business" in reference to the submittal date/time.

5:00 p.m. Pacific time.

- Can we obtain a copy of the RFP distribution list, or can you disclose the number of RFP recipients?
- The work appears to involve other elements beyond transportation. Can the COG assist in helping transportation firms find partners with expertise in housing and land use in Gateway communities, particularly since there is no pre-bid conference?

The list of recipients of the RFP is not available at this time.

- Is the consultant expected to facilitate the half-day kick-off meeting described in Task 1A, or just attend? If the consultant is expected to facilitate the half-day kick-off meeting, what is the anticipated number/range of attendees?

The role of the consultant will be determined. Attendees might number approximately 30-50.

- Please clarify that the term "bi-weekly" in Task 4 should be interpreted as "twice per month" as opposed to "twice per week."

"Bi-weekly" is intended to mean "every two weeks."

- What is the evaluation criteria the committee will be using to review and rate the proposals?

The proposals will be reviewed by a group of Planning Directors from member cities and by COG staff. There are no pre-determined evaluation criteria.

- When are interviews expected to be held?
- Is there a tentative timeframe during which consultant interviews would be held?

Interviews can be expected to be held in late March – early April.

- Are there other SCAG sub-region COGs considering an SCS and how will these interact with the Gateway Cities COG?

Other sub-regions' plans are not known. SCAG will be responsible for producing a regional SCS that complies with SB 375 and federal requirements for the RTP.

- How will analysis from the Initial Strategy Assessment feed into the Regional Targets Advisory Committee, SCAG's reduction target recommendation to CARB, and CARB's establishment of regional GHG reduction targets? Will the Initial Strategy Assessment suggest to CARB what level of GHG reductions is feasible for the GCCOG region?

The consultant will need to have their hands on the pulse of what is occurring at SCAG, CARB and the AQMD. It is difficult logistically for city and COG staff to attend Sacramento and Diamond Bar meetings, besides the information being very technical in nature. The consultant will need to monitor agendas, talk with other stakeholders and with staff to find out what is really going on. The COG has good coverage at SCAG

with our elected officials and COG staff, but they are not experts either. The consultant will need to follow what is happening at SCAG, but will have some assistance from our elected officials and the COG staff.

- Is there a model or process that the COG is trying to emulate in approaching the subregional-level work for this RFP? How will cities be involved in terms of their land use plans, and how will the work be coordinated with SCAG's regional plan?

Orange County has a local growth projection process that affords its cities the ability to closely review and constructively respond to SCAG forecasts in each RTP and RHNA cycle. With this project, the Gateway Cities COG hopes to begin to position itself similarly with respect to city and regional planning processes.

- What is the "Envision Scenario Forecast" referenced on Page 3 of the RFP? Is this the SCAG Compass Blueprint Scenario?

The "Envision" scenario represents the most extensive implementation of transit-oriented development and population redistribution analyzed by SCAG in preparing the 2008 RTP. The consultant will be able to get information from SCAG on this scenario, or an updated version designed to meet SB 375 requirements, for use in the COG project.

- Deadlines for most work products are obvious, but the ongoing email updates, how long would these go on? The RFP says the remainder of the calendar year, 9 months from March ... can we assume it's 9 months (rolling if it doesn't start until, say, April) or can we assume it's to the end of the calendar year no matter what.

Assume that the biweekly e-mail updates would continue to be due for the duration of the contract.