

**Pre-Submittal Questions and Answers (Q&A) for the
SCTA Countywide Bicycle & Pedestrian Master Plan RFP**

Including questions received both before and at the Pre-Submittal Meeting on June 28, 2006

BUDGET:

Q. I did not see a specific reference to a budget in the RFP. What is the available budget?

A. On June 12th, the SCTA Board approved a request for application for TDA3 funding in the amount of \$120,402, \$20,000 of which will be utilized by SCTA to acquire upgraded GIS capabilities; \$100,402 of which will be available for consultant services. (SCTA Board agendas are posted on the SCTA website, as are the CBPAC's. [www.sctainfo.org]).

Q: Is the budget discussed in a staff report?

A: Yes, this is a situation in which the budget has been publicly discussed. The SCTA staff report to the SCTA Board on June 12 will explain that \$120,402 is expected for the project, \$20,000 of which will be set aside for SCTA Geographic Information Systems (GIS) hardware, software and licensing. \$100,402, therefore, is expected for consultant services.

Q: Is this the limit of funding, or will additional funding be added?

A: No additional funding is to be added.

SCHEDULE:

Q: What about the project's schedule?

A: It is being left to the consultant to recommend a schedule. The scheduling should consider the needs of the entities relative to the age of their current planning documents and Bicycle Transportation Account (BTA) funding eligibility.

Q. Is this a multi-year contract or is it open ended?

A. This is up to the discretion of the consultant. Please include a timeline in the proposal. Timing should consider BTA eligibility.

LEVEL OF PLAN DETAIL

Q: There is no specific separation regarding bicyclists and pedestrians. What is the level of detail for each?

A: It is recommended that the minutes of the Countywide Bicycle and Pedestrian Advisory Committee (CBPAC) be read for additional details on the discussions leading to the release of the RFP (see meetings in April and May 2006).

There was a decision by the CBPAC to place greater emphasis on the bicycle mode because more information already exists, and to make the best use of the plan, with the funding available for it. Existing bicycle projects lists only need updating. Inclusion of the pedestrian mode represents a transition. A discussion of pedestrian policies and facilities

should be discussed; however, a comprehensive inventory of sidewalks, for example, is not expected. Entities may choose to include pedestrian projects, however, the consultant will not be expected to develop pedestrian projects.

Q: Who did the “Umbrella Chart” and what is it?

A: Lynne prepared it. Because the project is atypical, involving a comprehensive plan as well as individual plan updates, the chart was presented to provide a visual layout of the plan’s components ---to add clarity. It was also created to show the cities the value they were to receive from having improved SCTA GIS capabilities involving countywide coordination.

Q: Data collection is limited?

A: Yes. There are to be recommendations regarding data collection (bicycle counts).

Q. How adequate is the existing inventory?

A. The mapping is complete and should be used as a resource. The existing inventory is at a macro level and does not include a list of sidewalks, curb cuts, etc. The Sonoma County Bicycle Coalition has a good map. Some communities have better, more detailed, or more complete lists than others.

Q: Are project costs to be included?

A: Yes, but “ballpark” estimates, not detailed engineering estimates. The entities will need to supply cost data.

Q. What about the Ridge Trail?

A. The Ridge Trail is not paved, and not generally appropriate for transportation. The greater emphasis of this plan is on transportation.

Q. Are there existing Pedestrian Plans?

A. There are no current stand alone Pedestrian Plans. Santa Rosa is currently pursuing funding to develop a Pedestrian Plan. Other jurisdictions may have pedestrian sections of existing plans.

Q. What is the Countywide (the SCTA) portion of the Plan?

A. The Countywide portion is an umbrella document that will include the executive summary. It will not be as detailed as the individual plans.

Q. May the Countywide Plan include multi-jurisdictional projects?

A. Yes

Q. Will the project list be accepted as is or will consultants be asked for feasibility analysis?

A. Recommendations regarding projects are welcome, but less of an emphasis than policy recommendations. Recommendations on funding feasibility of project types is requested.

GIS COMPONENT:

Q. GIS will be performed by the SCTA?

A. Yes, mapping of existing and proposed facilities is already done and available. Some coordination may be required between the consultant and SCTA re additional GIS tasks.

Q: Is the mapping adequate for BTA purposes?

A: Yes

Q: About the only place GIS is mentioned is on the "Umbrella Chart" (page 15). What are the consultant's responsibilities for the GIS component of the plan?

A: SCTA will handle the GIS component in-house. Information arising from the planning process might be utilized for input into the GIS component.

Q. The graphic 'Under the Umbrella of the SCTA Countywide Bicycle & Pedestrian Master Plan' on page 15 of the RFP identifies 'user friendly maps.' Does this mean develop bicycle user maps for the general public, or planning maps that can be easily read?

A. The GIS mapping component of this comprehensive planning effort will be undertaken by SCTA. The RFP planning efforts are expected only to provide some inputs for mapping refinements

Q: Can we use the GIS mapping for presentations related to the project?

A: Yes. Much of the mapping is already done. The budget for the project allows SCTA to cover the costs of a plotter, software and licensing.

Q: Do the maps cover all the cities and unincorporated areas?

A: Yes.

Q: On page 15, what does "Standardized Configuration" mean?

A: The term is relative to the GIS mapping.

PARTICIPATION & OUTREACH:

Q: What about presentations? To whom?

A: You can expect presentations to the SCTA Board and the Sonoma County Board of Supervisors. Additionally, because plans are to be approved by the individual cities, it is expected that presentations to decision making bodies will be requested.

Q: Who needs to approve the plans?

A: The SCTA Board and each participating entity.

Q. Is there any idea how many of the cities and towns will be participating in this process?

A. Unincorporated Sonoma County, Cloverdale, Windsor, Healdsburg, Sebastopol, Sonoma, Cotati and Rohnert Park are participating in the process.

Q: We note that Petaluma and Santa Rosa are now excluded. Can you provide details about timing and coordination?

A: The Petaluma plan is already completed. The Santa Rosa plan will probably be a step or two behind the SCTA plan. There is an expectation that they will be invited to project meetings; and that information will be shared, especially as it relates to GIS functions. The project scope does not include Santa Rosa or Petaluma.

Q: What about workshops for those cities?

A: None will be requested for Petaluma or Santa Rosa.

Q: What about meetings?

A: There is an expectation that meetings will be conducted across the County---including residents from each participating city.

Q: How many meetings?

A: It has been left to the consultant team to recommend the number and sequencing of meetings.

Q. Are meetings expected in each individual member jurisdiction?

A. Meetings may be held where it most practical to reach people. Some unincorporated areas that are not near cities include the Russian River area and Bodega (which has recently been included in public sessions regarding the bicycle facilities planned for that area). South County residents not within Petaluma will require outreach as well. Additionally there may be opportunities to combine meetings, such as for Cotati and Rohnert Park.

Q. Are all the communities represented on the CBPAC?

A. Yes, each community is represented in some way. Of the communities included in this Plan the County and Rohnert Park have their own Bicycle and Pedestrian Advisory Committees.

Q. Will there be a TAC of some kind?

A. The Countywide Bicycle and Pedestrian Advisory Committee is a good mix of planning and public works staff and citizen representatives. They will serve as the TAC.

DELIVERABLES:

Q. How many draft and final copies of each plan need to be produced?

A. SCTA requests three (3) drafts and three (3) final copies of each product. Printer-ready final electronic copies are expected deliverables; however, the printing of final hard-copy documents for dissemination is not expected under this RFP

PROPOSAL EVALUATION

Q: I see desired qualifications listed (page 8). Is there to be specific scoring criteria?

A: The "Consultant Team Qualifications" will be utilized.

Q: Has a scoring committee been formed?

A: Not yet, but even when formed, SCTA will not reveal the names of the people on the committee.

Q. Is cost an evaluation factor?

A. No. Particular to this RFP, the amount expected for consultant services is publicly known.

Q. Is there any flexibility on the scheduled interview date of August 11th? This is the heart of vacation time for many people.

A. The interview date of August 11, 2006 is firm.

STAFF:

Q: Who will be in charge of the "day to day" management of the project for SCTA?

A: Lynne March.

OTHER TASKS:

Q. Does the SCTA have a desire to see optional tasks that go beyond the stated scope of work?

A. That would be fine, as would an identified source of funding for such tasks.

OTHER INFORMATION:

Q: Are there other meeting minutes that might help?

A: It is suggested that reading the minutes of the CBPAC meetings of April and May will be the most useful. The topic was also presented to the SCTA Board, as stated earlier. All minutes are available on the SCTA website. Look under "Meetings and Agendas." Approved minutes are found in the agenda packets.