

# **OUTREACH SERVICES FOR METRO & RAIL TRANSIT AFFAIRS**

## **RESPONSE TO INQUIRIES**



**THURSDAY, OCTOBER 29, 2015**



**QUESTION #1:**

How is the billing to be done? e.g. are we to bill on an hourly rate?

**RESPONSE #1:**

Work should be invoiced based on a percentage-complete per task, not on an hourly rate; and invoices should include backup documentation and/or a narrative of subtasks completed to justify the percentage-complete per task. There are some circumstances in which the consultant can be pre-approved for additional services performed at an hourly rate, however, the City generally requests that additional services also be identified by fee for task and approved before the additional services can be performed.

**QUESTION #2:**

From the meeting we gathered you are looking for a very comprehensive plan -- is there a cap on the budget that we should not exceed?

**RESPONSE #2:**

The core services requested in the proposal are outreach services, for which there is a budget of \$100,000. Proposals should design an outreach program within the budget, including an outline, schedule, description and per task fee for all tasks in the program. Additional services and related fees, as described in the RFP, can be proposed as a menu of additional services to be approved at the discretion of the City.

**QUESTION #3**

Would the City consider a proposal for specific tasks within the scope of work (but not all tasks) responsive? Or, would you prefer that we submit as a component of a larger team?

**RESPONSE #3:**

Yes; however, the City prefers that you submit as part of a larger team so that the scope of work and fee can be coordinated within the larger project scope and budget.

**QUESTION #4**

On page 9 of the RFP, second paragraph under Task 2.2, you mention that "it is anticipated that the consultant or firm may need to identify potential additional services to supplement the primary outreach services. Such services could include additional polling, data collection and/or compilation and analysis to educate decision makers and stakeholders of the benefits of and support for this north-south rail alignment...". This is in addition to the Task 2.4 Scope of Services, and would likely require additional budget. This budget is not accommodated in Appendix B, the Proposed Work Program.

Should we provide a separate, stand-alone section in our response to the RFP, a budget line item associated with these additional costs as part of Appendix B, and firm qualifications for this task if it is to be provided by a potential sub-consultant?

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**RESPONSE #4:**

Yes, please provide a separate budget line(s) associated with any additional service scope and fees proposed. And yes, please provide firm qualifications if the additional services would be performed by a sub-consultant.

**QUESTION #5**

Do you have a definite length of time for the contract? Or are we correct in assuming the contract will go through the submission of the final measure for the ballot (which could be as late as August)?

**RESPONSE #5:**

The contract term would be January 1, 2016 through November 2016 to coincide with the date of the vote.

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