

Household Travel Survey Request for Proposals: Questions and Responses

September 23, 2019

Questions	Responses
<p>Task 1 of the scope of services states “The contractor will conduct a kickoff meeting with SCOG at SCOG offices and provide a final presentation in Skagit County prior to completion of the contract term.”</p> <ul style="list-style-type: none"> • Please clarify that this means a kickoff meeting physically in the SCOG offices and a separate meeting to review the final results of the project in the SCOG offices? 	<p>The contractor needs to physically attend both the kickoff meeting and the final presentation in Skagit County.</p> <p>The kickoff meeting will occur at SCOG offices in Mount Vernon. The final presentation will not occur at SCOG offices, but will be in Skagit County. The location of the Transportation Policy Board meeting where the final presentation will occur has not yet been scheduled.</p>
<p>Task 3 of the scope of services states: “Although budgeted federal funds cannot be used as monetary incentives, there is an opportunity to include funding from another source for the project.”</p> <ul style="list-style-type: none"> • Please clarify whether these funds for survey participant monetary incentives would be in addition to the \$200,000 stated project budget. • Please clarify how the price proposal should show, or plan for, monetary incentives. 	<p>Up to \$200,000 in federal funds has been budgeted for this project. This figure does not include any monetary incentives. If monetary incentives are used for this project, the additional funding necessary to fund these incentives would be non-federal funds provided by SCOG.</p> <p>The price proposal should show monetary incentives if they are being proposed. If proposed, the price proposal should clearly indicate that these incentives would go to the survey participants and not the contractor.</p>
<p>Under 1. Qualifications, item B the RFP requests “List similar relevant projects and where to view them.”</p> <ul style="list-style-type: none"> • Please clarify what is meant by “where to view them”. <ul style="list-style-type: none"> a. Ie: Can we supply a link to a site (ie, dropbox) that contains the project description? b. Or is this in reference to links to publications about the project? • May we include short descriptions of our projects in this section? <ul style="list-style-type: none"> a. If yes, will these descriptions count toward the 15-page limit? 	<p>“Where to view them” in this context can be achieved by hyperlinks in the proposal where relevant projects may be viewed over the Internet by selection committee members. For example, hyperlinks could connect to archived project webpages, active government or contractor webpages that include the project, and PDFs of household travel surveys and supporting materials.</p> <p>Short descriptions of projects may be included in this section and would count toward the 15-page limit.</p>
<p>May we include staff resumes in an Appendix?</p> <ul style="list-style-type: none"> • If yes, would this appendix count toward the 15-page limit? 	<p>Staff resumes may be included in an appendix and would count toward the 15-page limit.</p>
<p>October 14, the first day intended for the interviews, is a Federal Holiday. Will Skagit COG keep the first day of the interviews on this day, even though it is a Federal Holiday?</p>	<p>Although Columbus Day is a Federal Holiday, it is not a recognized holiday at SCOG. However, interviews (if any) would only be scheduled on dates and times amenable to selection committee members and finalists.</p>