



Michael Ayala
Chairman

Darin Grossi
Executive Director

TUOLUMNE COUNTY TRANSPORTATION COUNCIL

Request for Proposals (RFP) – Response to Questions – 12.07.17

Central Sierra ZEV Readiness Plan

- Question:** Is the TCTC open to considering electric bikes as ZEV, or is the focus of this study intended to be exclusively on electric vehicles?

Response: The primary objectives are focused on Zero Emission Vehicles. However, discussing ZEV Bikes in the ZEV Plan would be appropriate.
- Question:** Item 2 of the Project Deliverables Section calls for outreach coordination to business sectors for implementation. Would the outreach coordination deliverable be a toolkit (or something similar) to support business outreach or in-person outreach efforts?

Response: The project deliverables would be an Outreach Plan and Sector Specific Toolkits. A future, larger effort not part of this scope of work would comprehensively pursue a public outreach effort to these specific sectors as described in the public outreach plan.
- Question:** Are there specific business sector stakeholders that the TCTC already has in mind beyond the general categories included in the RFQ or would identifying more specific stakeholders be part of the process?

Response: At this point, we do not have any additional categories beyond what is in the RFP. Identifying specific stakeholders would be part of the project scope of work.
- Question:** What current regional traffic and travel data is already available? Would each of the Counties' provide transportation data from current RPTs?

Response: Each County maintains their own Travel Demand Model data and has unique data available for their region. Yes, each County would provide their own regional traffic and travel data if needed.
- Question:** Page 5-6 of the RFP provides a numbered list (1 through 7) of items for proposers to include in their qualifications discussion. It is required that proposals be organized in sections corresponding with these numbered items? Or can proposals be organized differently, provided that they contain all the items listed?

Response: The proposals can organize the Contents of Qualifications as they choose.
- Question:** Number 6 on the Contents of Qualifications requires a "List of past public sector clients." Our firm has worked with hundreds of public sector clients. Can you please narrow the scope of this request?

Response: Please include all relevant public sector clients which show the consultants meet the qualifications to perform this type of work. Identifying clients in rural areas with similar projects delivered would be desirable.

7. **Question:** Does the scope include fuel cell electric vehicles?
Response: Yes, the scope includes fuel cell electric vehicles.
8. **Question:** Does the scope include electric buses?
Response: Yes, the scope includes electric buses.
9. **Question:** Under Task 1, does the “ZEV Gap Analysis” refer to a spatial analysis? Or an economic analysis?
Response: The ZEV gap is a spatial analysis.
10. **Question:** Task 3 states “Conduct a usage assessment of all vehicles in the municipal fleets.” Will the usage assessment cover all municipal fleets in the four counties? Or just the larger municipal fleets?
Response: The municipal fleet usage assessment would cover each of the four County Fleets, each of the four transit fleets, and one City fleet (if applicable) for each of the four regions. The municipal fleet assessment goal would be to identify which fleet vehicles could easily be replaced by zero emission vehicles.
11. **Question:** Where can minutes of the CS-PEVCC be found?
Response: The minutes from the first and only Central Sierra Plug-in Electric Vehicle Coordinating Council (CS-PEVCC) meeting have not been completed yet.
12. **Question:** To what degree have business sector stakeholders already been engaged about ZEVs, and by who?
Response: The Business sector stakeholders have not been engaged yet.
13. **Question:** What role does the TCTC and its colleagues on the CS-PEVCC want to play in the engagement of audiences to inform the outreach plan?
Response: The TCTC and the members of the CS-PEVCC would lead the public engagement efforts in each of the respective jurisdictions.
14. **Question:** The RFP states "the consultant shall present draft and final ZEV Readiness Plan to the Central Sierra Plug-in Electric Vehicle (PEV) Coordinating Council Meetings, the Technical Advisory Committee/Citizens Advisory Committee Meeting, Alpine County, Amador County Transportation Commission, Calaveras Council of Governments, and the Tuolumne County Transportation Council governing board meetings (6)." Does this mean the consultant is expected to present at 12 meetings (two each, for each of the six entities listed)? Is it anticipated that any of these meetings might be combined or scheduled in rapid succession?
Response: Draft and final presentations are required for the Central Sierra PEV Coordinating Council Meeting, the TCTC Meeting, and one other agency. The rest of the agency meetings are not required but some agencies might request assistance. An optional cost for additional presentations should be included in the proposal.

15. **Question:** We may have team subcontractors that will be required to submit complete budget forms. If those subcontractors consider their indirect cost information to be Confidential Business Information (CBI) and do not want to divulge this CBI to us, the Prime, is it acceptable for us to submit our budget with subcontractor costs at the top level with the supporting cost detail provided in a sealed envelope with our proposal?

Response: Yes, sealed envelope is fine.

16. **Question:** The RFP notes that the fringe and indirect cost rates are capped. Should total fringe dollars exceed those proposed due to variations in direct labor during performance, will the contractor be reimbursed for all indirect costs so long as those costs are calculated using the proposed rates?

Response: All rates (labor, fringe, indirect, and profit) included in these forms are caps or the maximum amount allowed to be billed. The Energy Commission will only reimburse for actually expenses occurred, not to exceed the rates specified in these forms.

For indirect rates it is required to use 10% De Minimis rate unless the contractor has Negotiated a Federal indirect rate (a copy of letter will be required) refer to OMB Super Circular CFR 200.

17. **Question:** It is our company's normal approved accounting practice to apply a Material Handling Overhead (not a fee or profit but an indirect cost of doing business) to subcontract and consultant costs. Is this practice acceptable under this effort?

Response: For indirect rates it is required to use 10% De Minimis rate unless the contractor has Negotiated a Federal indirect rate (a copy of letter will be required) refer to OMB Super Circular CFR 200.

18. **Question:** Given the confidential nature of employee salary information, is it permissible on the Cost Proposal Direct Labor Table to list employees by Job Classification/Titles only versus providing actual employee names?

Response: Yes, contractors may submit a job classifications/titles for this proposal. But if a contractor is selected as the finalist, the Energy Commission might require the contractor to include all of the specific employee names and job titles on this form for this project before the Contract Agreement would be approved.