

## Regional Safety Action Plan – Solicitation No: WL-004

### Pre-proposal Meeting Questions & Answers

***Note: Questions and answers provided during the pre-proposal meeting have been paraphrased and/or edited for concision and clarity.***

Q: Will the full video of the pre-proposal meeting presentation be available online?

A: We will provide a list of questions and answers online, both received during this pre-proposal session and by email. The recording will be available upon request.

Q: What software do the [CAMPO Data Dashboards](#) use?

A: Microsoft Power BI.

Q: In updating the CAMPO Data Dashboards does the consultant need to just furnish the data or to also implement new features?

A: We will be looking for recommendations about how to improve the CAMPO Data Dashboards based on the data analysis and planning outcomes. At that point, we will determine if any improvements can be done within the capacity of this contract or others.

Q: Will the full video of the pre-proposal meeting presentation be available online?

A: We will provide a list of questions and answers online, both received during this pre-proposal session and by email. The recording will be available upon request.

Q: Since the Travis County Safety Action Plan procurement is also active, will Campo view it as a conflict if a consultant is working on both the CAMPO and Travis County plans?

A: We do not view it as a conflict for a consultant to work on both plans.

Q: Will the attendee list be posted with the video recording?

A: The attendee list will be posted online. The video recording will be available upon request.

Q: The RFP talks about how the schedule is two years from the SS4A grant award. Can you discuss what is expected for the schedule?

A: The grant agreement was executed on August 16, 2023, and we are required to complete the work within two years (by August 16, 2025). Completion will include approving both the county-level plans and the Regional Safety Action Plan with applicable governing bodies during that period and providing to FHWA for review. When we have selected a consultant, we will discuss with FHWA the ability to modify or extend the timeline, if needed.

Q: Are we to engage internal county departments for each county as part of stakeholder engagement processes?

A: The county-level task forces will need representation from county staff and staff from any city within the county that would like to participate in the process. For the targeted outreach components, consultants will need to identify what other departmental stakeholders within the county, cities, and other agencies will need to be engaged to make sure that the roadway safety priorities of a given agency are comprehensively reflected in the plans.

Q: Do consultants need to provide certification of DBE status within the proposal package?

A: Certifying documentation for DBEs are not required within the proposal, but the DBE status of the firm(s) must be confirmed during contract negotiations.

Q: For key staff, do we need to just show general availability or also show all the projects that the staff members are working on?

A: For all key staff listed in the Availability of Consultant section, the availability and time commitments shown should add up to 100%. We recognize that staff may be working on a lot of projects at once, so committed projects do not necessarily need to be listed individually, but significant efforts should be listed. Efforts that will be completed prior to the anticipated start of this contract do not need to be accounted for in the staff commitment listings.

Q: Will the evaluation team consist of just CAMPO staff, or will there be members from partners like TxDOT, CTRMA, or other agencies?

A: The evaluation team will be comprised of CAMPO staff members.

Q: Can we have different sized pages or different oriented pages in the proposal?

A: The RFP specifies an 8.5"x11" page size but does not specify page orientation. Both portrait and landscape orientation are acceptable.

Q: Does any text in graphics need to be size 11 font?

A: Only the body text needs to be at size 11 font. There is flexibility for text size in graphics and captions.

Q: You're developing a plan for each county, but there won't be required plans for each municipality within that county. Is that correct?

A: That is correct. Municipality-level analysis and findings shall be incorporated into the county-level plans, either as chapters or subsections.

Q: Will all forms be counted in the total page count?

A: Yes, the 60-page limit is inclusive of everything.

Q: The interviews will be scheduled sometime between January 22nd to 26th. How many people from the responding team are allowed to be in the interview? What is the anticipated time allotment and format?

A: We do not have any strict limits on the number of people from the responding team that may attend the interview. It is at the discretion of the respondent. Interviews will likely be held in the CAMPO conference room, which can accommodate roughly 10-12 people around the conference table. Interviews are usually an hour in length and include a presentation and a response to questions component.

Q: Can you discuss the planning timeline and getting the safety action plans completed in time for upcoming SS4A grant cycles?

A: One of the reasons why we decided to develop individual county-level plans in addition to an overarching regional plan is because we believe that those county-level plans can be completed and approved independently of the Regional Safety Action Plan. If the county-level plans can get approved earlier in the planning process, then it would allow more time for those jurisdictions to apply for SS4A implementation grants. We will leave it up to respondents to propose reasonable timelines for getting the individual county-level plans completed. The approval of the Regional Safety Action Plan is anticipated to follow approval of the county-level safety action plans as well as the passage of the 2050 Regional Transportation Plan (RTP).

## Questions Received by E-mail

Q: Who are the main stakeholders that CAMPO will coordinate with?

A: Potential stakeholders are described in Task 5.3 of the RFP scope. The responding consultant should identify specific stakeholders within the proposal, as appropriate.

Q: Are there any SS4A mandatory requirements to be included in the development of the Safety Action Plans?

A: Requirements for the Regional and County-Level Safety Action Plans are described within the RFP scope. The scope follows USDOT guidance for the development of a safety action plan that will meet SS4A program requirements. It is the responsibility of the consultant to review and understand the current requirements of USDOT: <https://www.transportation.gov/grants/ss4a/action-plan-requirements>

Q: Can the mandatory CIQ form for prime and all subconsultants be excluded from the 60-page limit?

A: No.

Q: An 11pt font minimum is required for body text. Can a smaller font be used for the organization chart and internal graphics?

A: Yes.

Q: Does the 60-page maximum include covers and tabs?

A: Yes.

Q: Is it acceptable to submit the schedule in 11"x17" landscape format?

A: No. Submissions must be 8.5"x11" in either portrait or landscape format.

Q: Are firms involved in ongoing CAMPO GEC or other projects, including both prime firms and subconsultants, precluded from participating in this project?

A: The prime consultant for CAMPO's Corridor Readiness Program, also known as the General Engineering Consultant (GEC), is precluded from submitting on this RFP as either prime or subconsultant. The subconsultants on the GEC contract **are not** precluded from participating in this RFP. Firms on other CAMPO contracts (prime or sub) **are not** precluded from participating in this RFP.

Q: In order to accurately fill out the CIQ form, does the scope extend beyond CAMPO staff to encompass local government agencies as well? Additionally, could CAMPO furnish a list of relevant local government officials for this project? For example, the City of Buda provides a list of their government officials: <https://www.budatx.gov/441/Conflict-Disclosure-Statements-CISCIQFor>

A: Conflict of interest disclosure should include CAMPO staff, Transportation Policy Board (TPB) members, and the jurisdictions/agencies that comprise the TPB. A list of CAMPO staff members is available [here](#). A list of TPB members is available [here](#). We are having our legal counsel review this question and may update our response accordingly.

Q: How many teams are expected to be shortlisted for oral presentations?

A: The number of teams to be shortlisted has not been predetermined and will depend on the number and quality of submissions.

Q: Does CAMPO have existing data-sharing agreements with mobility and safety data providers?

A: No, none that are relevant to this RFP.

Q: Is CAMPO willing to consider procuring additional mobility and safety data from other sources?

A: Yes. If additional mobility and/or safety data is required, applicants should factor the data procurement into their work programs and schedules.

Q: For *Section G. Past Performance*, do you also want to see three references from each subconsultant on the team or will references from the prime firm suffice?

A: We need three governmental agency references only for the prime firm.