



**ADDENDUM #1**  
**Community Planning & Permitting**  
**Coordinated Human Services Transportation Plan**  
**RFP # 7179-20**

October 28, 2020

The attached addendum supersedes the original Information and Specifications regarding RFP # 7179-20 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

**Please note: Due to COVID-19, BIDS will only be accepted electronically by emailing [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org).**

1. Question: What is the expected level of detail on the inventory of existing services, specifically current transportation services? For example, if Boulder County wants specifics such as transportation services provided by human service agencies (i.e. trips, funding, etc.), this can become very labor and budget intensive.

**ANSWER: It is expected that this data will be collected in combination with the stakeholder survey and stakeholder interviews. We are looking for an inventory of programs and providers by service area and demographics served/eligibility criteria. We conducted a similar inventory of providers in the 2015 Mobility for All Needs Assessment, results of which are on [page 3-3](#). The inventory for the coordinated plan will include an inventory of programs in addition to providers, i.e., travel training, safe routes to schools, and vehicle repair programming.**

2. Question: In terms of presentation of budget and associated options, would Boulder County prefer an approach where a scope of work is developed for \$80k base budget and then a menu of potential add-on options is presented for costs and options beyond the base budget?

**ANSWER: The \$80,000 budget proposal should include as many of the pre-identified list of options in the Scope of Work (SOW). Provide an itemized cost proposal that corresponds to the consultant’s approach to the project, work schedule, and Scope of Work. Costs should be itemized by task as described in the Scope of Work and itemized for each subtask of Task 3: Collect, Develop, and Analyze Data. Hourly fees and corresponding hours per project staff per task should be included. If desired, the consultant may include proposed additional tasks above the \$80,000, if deemed necessary to achieve the goals of the study. as possible, The tasks will be reviewed to help determine the final SOW.**

3. Question: Does the plan have to conform to the requirements of the typical federally required coordinated human services transportation plan or is the County using the general format of a CHSTP as a template for the project?

**ANSWER: This plan will cover the federally required elements of a coordinated human services transportation plan in addition to serving as the strategic planning framework for Mobility for All and Youth Transportation Programs. Throughout this process we will explore the requirements to become a direct recipient of FTA 5310 funds. In February 2020, we just completed a robust, two-year planning process for the Boulder County Transportation Master Planning process, so many of the elements of the Coordinated Human Services Transportation Plan will be directly incorporated from the TMP.**

4. Question: Task 3 mentions “building off of travel characteristics derived from the Streetlight data analysis...” – is Streetlight data available for consultant use, or is it the expectation of Boulder County that a consultant would include Streetlight data use/fees in the proposal?

**ANSWER: In the TMP we incorporated Streetlight data into our Travel Patterns analysis and the raw data is available for this planning effort. No additional Streetlight data is requested, unless it is determined as the best way to capture missing data necessary to complete analysis on the project.**

5. Question: Are there particular proposal elements that must be included in a proposer’s response? Is there a page limit?

**ANSWER: The response to this RFP is limited to a maximum of 25 8.5”x11” pages, excluding front and back covers, signature page, W-9, and proof of insurance, using no smaller than 11-point font and no less than 0.5” margins. Sheets sized 11”x17” count as two pages. Each response should be complete yet concise. Please avoid submittal of extraneous and unnecessary information.**

**Describe the consultant's team for the project. List any proposed sub-consultants. For the key project team members, please include:**

- 1. A brief description of the individual's background and relevant experience (brief resume)**
- 2. Each individual's years of relevant experience**
- 3. The role each individual will take on the project**

**Provide relevant human-centered planning project experience. Please do not provide more than three relevant projects.**

6. Question: Will Boulder County provide multilingual translation services?

**ANSWER: A translation services is available through Boulder County. We don't expect this to be too much of the budget, however we could look at additional funding sources, if needed.**

7. Question: Will the potential interviews be held virtually?

**ANSWER: Yes, virtually. A meeting link will be provided in advance.**

8. Question: Are the "Community Working Group" and "Executive Advisory Team" already established groups? If not, will Boulder County help to determine the appropriate membership for the groups?

**ANSWER: Boulder County's Project Managers have pre-identified potential group members but are open to Consultant recommendations for roles/expertise that should be included. Boulder County's Project Managers will also support the Consultant with group member recruitment, using existing relationships where possible, and expanding to new relationships, as needed.**

9. Question: Will you share a list of prebid attendees?

**ANSWER: This list is not available**

10. Question: Will the November 30 proposer interviews be held virtually or in person?

**ANSWER: Virtually. A meeting link will be provided in advance.**

11. Question: This is an intriguing project - including this charge: "Identify coordination strategies that will meet transportation needs of vulnerable and underserved populations in Boulder County to access the pillars of family and individual stability: adequate food and nutrition, education, employment

income stability, environmental health, health and well-being, housing stability, and safety."

What tools are available to quantify the cited transportation needs? Has Boulder County used GIS, census data, and transit overlays to measure and define areas in which lower income neighborhoods lack access to produce (food deserts)? Has Boulder County used the same resources to compare/measure the travel time required by mode from lower income vs. other neighborhoods to entry level/lower wage jobs, healthcare, post-secondary educational opportunities and recreational/park facilities?

**ANSWER: We have used GIS and census data to map some of these elements. Many GIS layers are available, but the analysis has not be completed. It could be determined that additional GIS layers are ultimately needed. Additionally, Housing and Human services collects transportation data on their Self-Sufficiency Matrix that we could tap into if it turns out to be a viable resource.**

12. Question: Has the United Way in the Boulder area issued an ALICE report? <https://www.uwcm.org/alice/> That would be relevant to the project.

**ANSWER: We are not aware of a local ALICE report. Our local United Way (Foothills United Way) was incorporated into metro Denver's agency (Mile High United Way) and currently most closely connected to Boulder County's Community Services Department. The Boulder Community Foundation's TRENDS report is likely the most similar report (list in the resource table – Appendix A).**

13. Question: Could Boulder County share the PowerPoint presentation that was shown during the pre-proposal call?

**ANSWER: Yes (attached separately).**

14. Question: Is there a specific Disadvantaged Business Enterprises (DBE) goal for this project?

**ANSWER: No specific goal, however meaningful DBE utilization is encouraged.**

### **Submittal Instructions:**

Submittals are due at the email box only, listed below, for time and date recording on or before **2:00 p.m. Mountain Time on November 5, 2020.**

**Please note that email responses are limited to a maximum of 50MB capacity. NO ZIP FILES OR LINKS TO EXTERNAL SITES WILL BE ACCEPTED. Electronic Submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.**

Email [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org); identified as RFP # 7179-20 in the subject line.

All proposals must be received and time and date recorded at the purchasing email by the above due date and time. Sole responsibility rests with the Offeror to see that their bid is received on time at the stated location(s). Any bid received after due date and time will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all bids, to waive any informalities or irregularities therein, and to accept the bid that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.



**RECEIPT OF LETTER  
ACKNOWLEDGMENT**

October 28, 2020

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7179-20, Coordinated Human Services Transportation Plan.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and email it back to [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org) as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525. This is also an acknowledgement that the vendor understands that **due to COVID-19, BIDS will only be accepted electronically by emailing [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org).**

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Company** \_\_\_\_\_

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