



ADDENDUM #1 – April 25, 2024

REQUEST FOR PROPOSALS (RFP)

SAFE ROUTES TO SCHOOL EDUCATION & ENCOURAGEMENT

RFP DUE DATE: MAY 8, 2024, 12 PM Pacific Time

The Transportation Agency for Monterey County (TAMC) is requesting proposals from qualified consultants or consultant teams for the Safe Routes to School Education & Encouragement contract.

The Request for Proposals (RFP) and this addendum are available on the TAMC website at: <https://www.tamcmonterey.org/bids-and-proposals>.

Acknowledgement of this addendum is required in your proposal.

The following are TAMC's responses to questions on the RFP:

1. The instructions direct that the Budget shall include an estimated cost per task using the appropriate Caltrans cost proposal format. However, the sample budget form provided does not have space listed for tasks to be associated with staff hours. Additionally, the sample budget form does not allow for additional rows to be added for staff members. Can we use the format of the 'Sample Cost Proposal' to create budget in Excel rather than using the provided PDF? How should tasks be referenced in the budget?
 - a. **Yes, you may use the Sample Cost Proposal to show staff hours for each task. Please submit a detailed budget for each of the projects using the tasks as they are listed in the RFP.**
2. In the RFP, the budget is presented by calendar year, would it be acceptable to provide the calendar year by school year instead as that is how delivery occurs?
 - a. **Please present the budget by calendar year.**
3. We understand there was an ATP Cycle 6 awarded to Castroville – will that be a separate workplan?
 - a. **ATP Cycle 6 Castroville is a County of Monterey project and not included in this Request for Proposals.**
4. Could you please provide a breakout of the deliverables for the FORTAG ATP for staff planning and to understand the scope of that ATP delivery?

- a. **See updated Request for Proposals (pg 22): [Safe Routes to School Education & Encouragement RFP 2024.pdf \(Rev April 25, 2024\)](#)**

5. Is it permissible for us to combine tasks that occur in the various ATP workplans within the tasks in the Measure X deliverables? And if so, is it permissible to add a separate task for Middle School Assemblies and for Community Programming for a total of 14 tasks?
 - a. **It is important to keep the Measure X and ATP projects separate for billing/invoicing and grant reporting purposes.**
 - b. **You may add/split-out tasks in the Measure X project budget but not the ATP projects.**

6. Task 7 - Public Events states that consultant hold at least one event/year at the San Antonio Park Traffic Garden in King City, a location on the Peninsula, a location in Salinas, and a location in North Monterey County. Is the goal to hold one event for every year of RFP or 4 events per year?
 - a. **The goal is to conduct at least 2 bike rodeos at public events every year with one being at San Antonio Park every year. The expectation is to participate in public events and not organize them.**

7. Task 9 - Incentives deliverable mentions distributing incentives at Walk and Roll events but we don't see any of these events mentioned either in the ATPs or in the full RFP - was that an oversight or is there a Walk and Roll deliverable?
 - a. **The kits will be to support schools that are having a Walk & Roll to School Day event (sign-in sheet templates, walk/bike survey, small prizes etc...). The kit would be delivered to the school staff/volunteers in advance of the event.**