



REQUEST FOR PROPOSAL – ADDENDUM #1

CITY OF PLEASANTON PLEASANTON TRAVEL ACTION PLAN

March 13, 2025

The following Addendum is in reference to questions submitted via email by the 4:00pm, March 7, 2025, deadline. **Section II, Instruction to Proposers**, subsection *D. Addenda/Clarifications* The original Request for Proposal (RFP) asked that “Questions or comments regarding this RFP must be put in writing and must be received by City of Pleasanton no later than 4:00 p.m. Pacific Standard Time on Friday, March 7, 2025. Correspondence shall be addressed to the Designated Point of Contact.”

Please take note only questions submitted by the deadline will receive a response. Below, are those questions followed by their response.

Question 1: Would the City allow an electronic PDF copy to be submitted via email or other form of secure file transfer in lieu of the five (5) hard copies and one (1) electronic copy on USB hard drive requirement?

Response 1: Five (5) hard copies are still required to be submitted by the deadline, electronic submission via email or other form of secure file transfer by the deadline is acceptable in lieu of a USB drive.

Question 2: Can the City clarify where the item a. Exceptions to the Agreement should be placed within the proposal? In the RFP, it appears under Section 5. Cost/Pricing Information Proposal. Should it be included with the items 1-4 as its own section?

Response 2: “Exceptions to the Agreement” shall be relabeled and positioned as “6. Exceptions to the Agreement.”

Question 3: Can the City clarify if financial statements are required parts of the proposal at this stage as part of Section 5. Cost/Pricing Information Proposal?

Response 3: Yes

Question 4: In Section 2. Qualifications of the Firm/Project Staffing, should the Project Manager’s experience (3 examples with client contact information) be included as

part of their resume or separately?

Response 4: Please include the relevant project experience for the Project Manager in the resume. You may also include the client contact information in the resume. Alternatively, you may include the client, contact separately, but make sure to reference them to the relevant project on the Project Manager's resume.

Question 5: The RFP requires \$2M combined single limit per occurrence for Automobile Liability Insurance. Will the City accept a \$1M Automobile Liability Insurance coverage and the use of excess umbrella coverage for the difference?

Response 5: Yes – assuming that the umbrella policy is big enough to make up for what what is missing in the Auto Liability policy, umbrella coverage can make up the difference.

Question 6: We would like to ask a question about the Cost evaluation criteria. The RFP describes the evaluation for cost as “Evaluation of this criterion will be based on the consultant’s knowledge and experience with the FHWA’s Safe System Approach, Countermeasures, and SS4A grant requirements as identified in the Appendix.” Will the cost amount (total \$) be part of the evaluation?

Response 6: Yes, Section 4 “Cost” is under IV. Evaluation and Criteria - A. Technical Evaluation Criteria.

End of Addendum #1