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September 3, 2015

**ADDENDUM NUMBER 2
TO
REQUEST FOR PROPOSALS
FOR
PEDESTRIAN PLANS PROJECT RFP 2015-002**

On July 30, 2015, the Los Angeles County Department of Public Health (DPH) released a Request for Proposals (RFP) for Pedestrian Plans Project.

This addendum consists of two (2) parts as outlined below:

- PART 1 - Modifications and Revisions to RFP Proposal Submission Requirements
- PART 2 - Response to Proposers' Questions

PART 1 - MODIFICATIONS AND REVISIONS TO RFP PROVISIONS

As indicated in the RFP, Section 4.0, COUNTY'S RIGHTS AND RESPONSIBILITIES, subparagraph 4.3, County's Right to Amend Request for Proposals, DPH has the right to amend the RFP by written addendum. This Addendum Number 2 amends the RFP as indicated below (deleted language is identified by a ~~strike through~~ for easy reference):

RFR, Section 7.0, PROPOSAL SUBMISSION REQUIREMENTS, subparagraph 7.7, Preparation of the Proposal, number one (1), shall be deleted in its entirety and replaced by the following:

- "1. Submit one (1) original proposal package, unbound, SINGLE-SIDED, including all required attachments and forms with original signatures. Do not staple or professionally bind the original proposal. Use a rubber band or binder clip to keep the pages of the original proposal together. ~~Staple the copies of the proposal. If thickness of the proposal copies prohibits stapling, please use an appropriately sized binder clip.~~"

PART 2 - RESPONSE TO PROPOSERS' QUESTIONS

As indicated in the RFP, Section 7.4, Proposers' Questions, questions received by the August 20, 2015 deadline and corresponding answers are being issued as part of this Addendum as follows:

SECTION 1.0 – INTRODUCTION

Q1. I am interested in applying for an Outreach grant under this project, and wanted clarification regarding the funding amount. Is the grant for \$50,000 per year for three years, or \$50,000 total over three years?

A1. Per Section 1.0, Introduction, Subparagraph 1.6, Availability of Funds, the contract is for \$50,000 over a 36-month period.

Q2. Has the County collected relevant data and/or conducted active transportation-related outreach in the four target communities to date? If so, what data will be provided to the Planning Consultant at the start of the project?

A2. The County has conducted varying levels of active transportation-related outreach in the four target communities for the development of grant applications or related planning efforts such as the Department of Parks and Recreation's Community Park and Recreation Plans, the Department of Regional Planning's Town & Country - Antelope Valley Area Plan, and the County's Bicycle Master Plan. The County will share relevant information from these plans and others, along with Geographic Information Systems shapefiles for County bikeways, transit routes and stops, traffic collisions, and land use as well as available information from speed surveys and traffic counts. DPH will also provide relevant community or service planning area level health data. The Planning Contractor will be required to conduct field work to capture additional information specified in the 'Data Collection & Field Work' and 'Phase 1: Participatory Planning' sections of the Sample Activity Reimbursement Action Plan in Appendix A of the RFP.

Q3. May organizations proposing in the Planning category partner to form teams within the Planning category? (Section 1.1, multiple references to "proposer" and stipulations that Planning and Outreach organizations may not propose jointly, as well as Pg. 2, Category B, third paragraph: "Please note that Outreach Proposers should not submit joint proposals with Planning and/or other Outreach Proposers." [emphasis ours])?

A3. The Planning Proposer must meet all of the requirements of the RFP. However, the Planning Proposer may subcontract activities, with DPH's approval, to fulfill the tasks outlined in the Sample Activity Reimbursement Action Plan for Planning Proposers located in Appendix A of the RFP.

Q4. Are there any DBE, SBE goals for this project? A DBE firm is a for-profit small business that is at least 51 percent owned by one or more individual(s) who are both socially and economically disadvantaged. Some agencies have a minimum requirement of DBE involvement for each project. I don't see this as required for this submittal. Can you confirm that there is no DBE involvement required for this submittal?

A4. DBE is not applicable to this RFP. See Section 6.0, County's Preference Programs, Subparagraph 6.1, County Policy on Doing Business with Small Business. Proposers who are selected for a resultant contract and wish to be considered as a Local Small Business Enterprise (SBE) must submit a complete Required Forms – Exhibit 8 Request for Local SBE Preference Program Consideration and CBE firm/Organization Information and attach the proposer's Local SBE Certification letter issued by the County.

SECTION 2.0 CONTRACT FOR PEDESTRIAN PLANS PROJECT SERVICES

Q5. Must our budget conform exactly with the task-by-task rates and dollar amounts shown in the RFP? Are they maximum rates for each task? Or does our overall proposed project budget simply need to be at or below the sum amount of all the task dollar amounts listed in the Sample Activity Reimbursement Action Plan?

A5. Per Section 7.0, Proposal Submission Requirements, Subparagraph 7.9, Cost Proposal format (Intentionally Omitted), a budget is not required as part of the submission to this RFP.

Per Section 2.0, Contract for Pedestrian Plans Project Services, Subparagraph 2.1.2, Contract Rates, "The Contractor's rates shall remain firm and fixed for the term of the Contract".

Q6. When the projects are issued from this RFP, will audited rates be required?

A6. No, audited rates will not be required. However, see Appendix C, Sample Contract, Paragraph 6D.

SECTION 3.0 – PROPOSER'S MINIMUM MANDATORY REQUIREMENTS

Q7. I received notice of the Pedestrian Plan Projects RFP that the Department of Public Health recently released. In looking at the document, I noticed that page 13 lists minimum requirements of which it states that Proposer must be either non-profit/non-governmental or a CA private, for-profit organization. Can you please confirm whether local cities are qualified to submit a proposal?

A7. Per the requirements set forth in Section 3.0, Minimum Mandatory Requirements, cities do not meet the Minimum Mandatory requirements and are not eligible to apply to this RFP.

Q8. Could you please clarify what translation services the Planning Consultant would be expected to provide? The Outreach Consultant will provide some translation services. How would we divide the translation? Would we need to have the Plans written in English and Spanish? The question is on Page 13, item 5.

A8. Per Appendix A, Sample Activity Reimbursement Action Plan, the Planning Contractor will be expected to translate all outreach materials and templates into Spanish for the Outreach Contractors to utilize during outreach events, and must provide interpretation services for the community workshops at which the Planning Contractor is expected to present. The number of community workshops is identified in the Sample Activity Reimbursement Action Plan located in Appendix A.

The Final Plans in full do not need to be translated into Spanish. However, the Planning Contractor should anticipate needing to translate key findings or information from the Plan for use by (1) the Outreach Contractors to solicit further community input, and (2) the Planning Contractor for use during community workshops.

The Outreach Contractors are expected to have or hire project staff that speak Spanish fluently in order to engage with community stakeholders, make presentations to various

community groups and at events, and foster maximum community participation in the planning process.

SECTION 7.0 – PROPOSAL SUBMISSION REQUIREMENTS

Q9. I just happen to notice that there is a solicitation requirement review due tomorrow. Is this necessary to submit. From what I understood it is only if you have an issue with the proposal.

- A9. Per Section 7.3, Solicitation Requirements Review, and Appendix E – Transmittal Form to Request a Solicitation Requirements Review: a Solicitation Requirements Review is requested to assert either:
- a. Application of the minimum requirements, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or
 - b. Due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Proposers.

Q10. In reference to the Pedestrian Plans Project RFP 2015-002, I just want to confirm that the Solicitation Requirements Review is only needed when the Proposer asserts that they are being unfairly disadvantaged. We would only submit the form in this instance, and do not need to submit the form if we feel the solicitation is fair, correct?

A10. See Q9/A9 above.

Q11. Will there be a proposer's meeting?

A11. No, a proposers meeting will not be held.

Q12. What type of CEQA compliance document is required (i.e., what exactly is desired as "DPH approved compliance documents for CEQA") as part of Activity ID 6.c for the Planning Proposer? What level of detail is DPH expecting the desired CEQA documentation to contain?

A12. We do not expect this project to require a full programmatic Environmental Impact Report (EIR) and would not expect the selected Planning Proposer to develop a full programmatic EIR. The exact approach will be determined based on the input of the selected Planning Proposer in coordination with the County Departments of Regional Planning, Public Works and given the available budget. We anticipate the environmental review for this project to either entail a negative declaration, mitigated negative declaration or to tier off of the recently completed General Plan programmatic EIR.

Q13. Can financial statements be included in an appendix, and does each page of the financial statement need to be numbered? (As specified in section 7.7.4)

A13. Per Section 7.0, Proposal Submission Requirements, subparagraph 7.8.12, Financial Capability, one current and two prior fiscal year financial statements should be provided and included under "Section G, Financial Capability".

Per Section 7.0, Proposal Submission Requirements, subparagraph 7.7, Preparation of Proposal, number 4, "Number each page sequentially including attachments, and provide a complete Table of Contents for the proposal and its attachments. Label each section clearly."

Q14. Under section 7.8 Business Proposal Format/7.8.1, states "The content and sequence of the proposal must be as follows" which is followed by numbered bullets.

Question: should the numbers in the bullets associated with the sections be used (example: 3. Executive Summary – (Section A), 4. Proposers Qualifications (Section B), or should the section be labeled Section A - Executive Summary, Section B - Proposer's Qualifications, etc.?

A14. The numbers associated with the bullets are not necessary. Only include the Section title.

Q15. If we have sub-consultants will they need to fill out the form as specified in section 7.8.14?

A15. No, per Appendix C, Sample Contract, Paragraph 65, SUBCONTRACTING, all subcontracts must be approved in advance in writing by the Interim Director or his/her authorized designee(s).

Q16. What, if any, forms and exhibits are required of sub-consultants?

A16. See Q15/A15 above.

Addendum Number 2 has been posted on the Department of Public Health Contracts and Grants website at <http://publichealth.lacounty.gov/cg/index.htm>

Thank you for your interest in contracting with the County of Los Angeles. Except for the revisions contained in this Addendum Number 1, there are no other revisions to the RFP. All other terms and conditions of the RFP remain in full force and effect.