



Questions and Answers: RFPs for White Papers and Guidebooks

General

1. On p.4 under “Scope of Work and Project Timeline” item/task 3 reads, “This task/deliverable is to be completed and submitted by January 2021.” However, under “Overall Project Timeline” on p.4 it says, “January 8: Anticipated completion of Task 3, as detailed above.” Would a task 3 due date of January 31 be possible given the time constraints involving the winter holidays?
 - a. *At the moment, dates in the timeline are estimates. CTAA and selected consultants will discuss a formal timeline while establishing contracts, but expect 10 days for Task 1, 6 weeks for Task 2, and 5 weeks for Task 3.*
 - b. *Winter holidays may affect this timeline, and may be addressed during contracting.*
2. On p.3 under “Scope of Work and Project Timeline,” item/task 1 reads “Secure CTAA’s concurrence on these items before proceeding.” Will CTAA provide concurrence for tasks 2 and 3, as well? What are the dates of concurrence?
 - a. *CTAA will provide concurrence for each task before advancing to the next.*
 - b. *Dates in the solicitations are estimates. CTAA and selected consultants will agree on dates to complete tasks and establish concurrence.*
3. On p.4 under “price” it reads, “Unless negotiated differently to both parties’ satisfaction, the term of this contract would be for a single payment to be made to the consultant upon completion and acceptance of all work and work products.” Given that the project will run for around 4-5 months, should proposers anticipate that periodic payment would be possible, for instance milestone payments based on task completion or monthly payments based on percentage of project completion?
 - a. *CTAA can negotiate for milestone payments with selected consultants during contracting*
4. On p.6 under “Selection Criteria and Process,” the selection criteria totals 135 potential points. Just to make sure, should proposers plan for the 135 potential points as listed in the RFP?
 - a. *Correct – decisions will be determined just by points, not on a percentage scale*

5. Would an extension of the September 30th submission deadline be possible?
 - a. CTAA cannot extend the submission deadline

Topical

1. **Data Topics:** What are you looking for in regards to how data can be shared? Are you expecting that to be covered under Open Data or somewhere else?
 - a. *This can be discussed during Task 1. While developing the outline rubric, CTAA and selected consultants will determine the best sections and topics within them.*
 - b. *Consider the topics in the solicitation to be suggestions.*
2. **Public Engagement:** Looking at the overview of the proposed Guidebook at the top of pg 3, and comparing it to the selection criteria on pg 7, please explain how N-CATT/FTA are thinking about the consulting team's balance of public engagement expertise and transit technology expertise.
 - a. *CTAA encourages proposers to highlight their expertise in the topics for which they submit proposals. It is important, though, that proposers understand how to apply their topic to public agencies, and to small-urban, rural, and tribal transit in particular.*
3. **Public Engagement:** Is this project and resulting Guidebook intended to be primarily a research effort/product, or more of a practical resource for local transit agencies to immediately use to expand, deepen, and measurably improve their engagement capacity and effectiveness?
 - a. *This is intended to be a practical resource for local transit agencies*
4. **Public Engagement:** To what extent are N-CATT/FTA expecting the Guidebook to address critical equity issues in both engagement and transit?
 - a. *CTAA encourages proposers to identify how they might address equity issues in engagement with the public realm. Proposers should indicate how they will tie this back to transit.*