

ADDENDUM No. 1

RFP No. 18-19

2018 Comprehensive Transportation Plan Update

Due Date: May 4, 2018 by 2:00 p.m. (local time)

The following changes, additions, and/or deletions shall be made to the Request for Proposal for 2018 Comprehensive Transportation Plan Update, RFP No. 18-19, on which proposals will be received on/or before the date and time listed above.

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes four (4) pages.**

The Offeror is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document must be included in submitted proposal:

- **Attachment B – Declaration of Compliance Non-Discrimination Ordinance**
- **Attachment C - Living Wage Declaration of Compliance**
- **Attachment D - Vendor Conflict of Interest Disclosure Form**

Proposals that fail to provide these completed forms listed above upon proposal opening will be rejected as non-responsive and will not be considered for award.

I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Offerors are directed to take note in their review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: Under Task 1, Project Public & Stakeholder Engagement a list of stakeholders is enumerated including "Environmental Justice constituencies often absent in planning efforts, such as ethnic and racial minorities, lower income residents, renters and young people." Can you please clarify the demographics of "young people?" Does that include University of Michigan students, or are their interests represented by the UM planning staff?

Answer 1: *Environmental Justice (EJ) is described by the Federal Highway Administration (FHWA) as identifying and addressing disproportionately high and adverse effects of the agency's programs, policies, and activities on minority populations and low-income populations to achieve an equitable distribution of benefits and burdens. EJ is important because it helps to ensure full and fair participation by potentially affected communities in every phase of the transportation decision-making process. Inclusion of the young, or "youth" is intended to be inclusive of all young people, particularly low-income and minority population concentrations, as they interact with the community transportation systems. The term Youth is not limited to college-age populations, there are young people of a variety of ages ranging from public school age K-12 public school age and in select instances younger, whose interests should*

be taken into account while planning for a safe transportation system.

Question 2: What do you expect will be the project timeline?

Answer 2: *The project timeline for a citywide transportation planning process is anticipated to take approximately 12 months including a robust public engagement program. Completion of the project requires adoption as a component of the City Master Plan in their own timeframe that will add several months to the technical project timeline. Overall the project should be completed in approximately 18 months including adoption as part of the City Master Plan.*

Question 3: Regarding the roadway use data collection items, do you expect the consultant will have to collect new data as part of this contract or be limited to compiling what is available?

Answer 3: *The City will make all of its data available for the project. Public sources of data including SEMCOG, WATS, Michigan State Police and other databases are also available. It is recognized that data beyond those currently available will be needed. The proposal should identify what data collection, processing and development is included as well as the resources associated with obtaining the data.*

Question 4: We understand that the initial funding for the Comprehensive Transportation Plan will come from the FY 2018 budget, but that additional funds may need to be approved in the FY 2019 budget. Can you identify the amount of funding that is immediately available? Will additional sources (City or other) be used to fund this project that could potentially impact the project timeline and/or deliverables?

Answer 4: *The Approved City FY 2018 budget did not identify this project by name, the Budget identified \$250,000 for Non-departmental Update governance plans. The proposal for this project will be presented to Council including a complete funding program and projected timeline for the completion of the project.*

Question 5: Considering the comprehensive nature of this plan, are there any concurrent planning efforts – either active or projected, led by the City, UM, or another agency – that will need to be coordinated alongside this plan?

Answer 5: *The project Context describes many projects that may be important for consideration in the planning process. Current or soon to be initiated projects include planning for one to two-way conversion of First and Ashley Streets, Huron streetscape improvements, implementation of a protected bicycle facility on William Street. These projects are being led by the Ann Arbor Downtown Development Authority. There is a possible Quiet Zone Project to identify grade crossing improvements along the Ann Arbor Railroad corridor, which will be considered by City Council for contract award in early May. There is preliminary Scope of Service for a potential traffic and transportation study of the Lower Town area also being readied for release. These efforts are important for their specific geography and planning coordination is, or could be, a consideration in the scoping of this effort.*

Question 6: The RFP mentions the City of Ann Arbor Public Engagement Toolkit. Where can the Toolkit be accessed?

Answer 6: *The Community Engagement Toolkit is four step process developed by the City of Ann Arbor. It is designed to help project teams create a Community Engagement Plan that best suits the needs of the project by guiding the team through determining:*

- 1. Who needs to be included in the project*
- 2. The level of community impact the project potentially has*
- 3. The known level of community interest in the project and the key issues currently being expressed by residents*
- 4. The most appropriate engagement techniques to be inclusive and create a deliverable that is well understood and supported by the community*

Given that the Toolkit is a process and not a singular document, the City's current practice is to engage the hired consultant with the Toolkit at the initiation of a project. In light of this, offerors should offer an overarching engagement approach, including details on the staff who will be involved, and suggest engagement techniques (we encourage creativity) in the proposal knowing that the final Public Engagement Plan will be developed with City staff using the Toolkit as a means to refine the proposed approach and detail specifics.

Question 7: Public Engagement is a key component of this planning effort. Can you detail to what extent the City and its partners will be responsible for marketing and/or making logistical arrangements for engagement opportunities?

Answer 7: This is an area for inclusion in the proposed work plan. City staff can provide lists of facilities for meetings, will host materials on the City and Project websites, as well as circulate media releases as appropriate. If proposers require additional items or a higher level of effort from City staff that is to be clearly indicated in the proposed work plan.

Question 8: Regarding Data Collection, the RFP states that "certain data are available," but that the consultant will outline data collection needs to supplement existing data. For the list of minimum data listed on p. 14-15 of the RFP, can you identify what data is already available, versus what will need to be collected?

Answer 8: Some publically available data sources are outlined in the answer to question three (3) above. The City has additional current data resulting from select studies e.g. Nixon Road Corridor Study, Ann Arbor Station Environmental Assessment, etc. Data from those reports are available and individual project are listed below. Another transportation study underway with data but not on the City website includes the S. State Street Corridor from Ellsworth to Oakbrook. The Ann Arbor Downtown Development Authority, Ann Arbor Transportation Authority and other public agencies also have transportation system data available.

Nixon Road Study Report:

<https://www.a2gov.org/departments/engineering/Documents/Final%20Report%20017-05-19.pdf>

Ann Arbor Station:

<https://www.a2gov.org/departments/systems-planning/planning-areas/transportation/Pages/Ann-Arbor-Station.aspx>

Non-motorized report:

<https://www.a2gov.org/departments/systems-planning/planning-areas/transportation/Documents/2016%20Non-motorized%20Progress%20Report%20102017.pdf>

Question 9: Regarding the WATS Travel Demand Model, does the City expect the consultant(s) to run the WATS regional model or will WATS model outputs be provided for analysis by the consultant(s) while WATS runs any specific updates to the model? What modeling software is the WATS model based in?

Answer 9: WATS runs a TransCAD model. The WATS model can either be provided to contractors for their use or the modeling can be conducted by, and in close cooperation, with WATS. For contractors that are looking for the ability to have WATS conduct the modeling, it is important the proposal clearly describe the plan for modeling. In either situation, WATS staff serve on the project management team and will review modeling activities to assure they are appropriate for the project.

Question 10: We understand that the City of Ann Arbor is the project sponsor and that a Steering Committee and an advisory Stakeholder Committee will also guide and inform the planning process. Can you provide a list of the agencies/representative who will serve on these committees? Which individuals/agencies will comprise the proposal

review (selection) committee?

Answer 10: The selection committee of City and local agency staff will likely include the City Transportation Program Manager, Traffic Engineers, City Planning staff and a steering Committee member from a non-city agency. The Steering Committee and Advisory Committee or Stakeholder Committee are introduced on Page 12 of the RFP, The agencies engaged in the Steering committee are listed in the RFP. The membership of the Stakeholder Committee is a subject to be addressed in Task One. The City has initiated the process by enumerating a list of possible stakeholders.

Question 11: Will the Monthly (and more frequent) meetings with the City and Steering Committee described on p. 12 be expected to take place in-person, or is a mixture of in-person and web-based meetings acceptable?

Answer 11: Although In person meetings are preferred, web-based and teleconference meetings are an acceptable practice for select meetings.

Question 12: What is the expected timeline for completion of the Comprehensive Transportation Plan? Are there any key dates for deliverables, public engagement efforts, etc. that should inform the project timeline?

Answer 12: The project timeline for a citywide transportation planning process is anticipated to take approximately 12 months including a robust public engagement program. Completion of the project requires adoption as a component of the City Master Plan in their own timeframe that will add several months to the technical project timeline. Overall the project should be completed in approximately 18 months including adoption as part of the City Master Plan. The identification of public engagement milestones and key dates are subjects to be addressed within the proposal.

Question 13: Are cost proposals submitted by proponents required to comply with federal acquisition regulation (FAR) part 31 (federal cost principles for for-profit entities)?

Answer 13: No. Since only City funding will be used no federal acquisition regulations apply.

Question 14: Are subcontractors required to fill out any of the attachments or required forms?

Answer 14: No. Responses on these items from the primary contractor only will be sufficient.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.