



Addendum #1

Request for Proposals for Technical and Communications Services for the Downtown Congestion Pricing Study

Date RFP Issued	Date Addendum #1 Issued	Proposals Due	Contact
April 8, 2019	April 19, 2019	May 7, 2019 at 11:00 a.m. (electronically)	Steve Stamos Management Analyst 415.522.4817 steve.stamos@sfcta.org

ADDENDUM #1

Proposers are hereby notified of the following redline revisions to the Request for Proposals for Technical and Communications Services for the Downtown Congestion Pricing Study (RFP 18/19-10) issued on April 8, 2019. Deleted text is indicated by ~~strikethrough~~ and new text is underlined and in red. **Proposers shall include in their response acknowledgement of this addendum in their cover letter.**

SECTION IV - SCOPE OF SERVICES

Workstream 1: Stakeholder engagement

Task 1.1: Stakeholder and Community Engagement Plan

The selected consultant will produce a plan for how the project team will engage key stakeholders and the public in development of a congestion pricing program and build agreement around a recommended program. Key stakeholders must be closely engaged as the Program Development workstream progresses, requiring coordination between planning and execution of the two workstreams. The plan will identify key stakeholders, which will include:

- The Policy Advisory Committee (PAC), to be convened in Task ~~4.41.3~~;
- The Technical Advisory Committee (TAC), to be convened in the Program Development workstream;
- Public officials who will have key decision-making roles, and their staffs; and
- Other stakeholders at the local, regional, or state level that have important interests in the study, with a focus on involving Communities of Concern and other vulnerable groups.

SECTION V - RFP RESPONSE REQUIREMENTS: CONTENT AND FORMAT

All proposals should be clear, concise, and provide sufficient information to minimize questions and assumptions. Proposals should be limited to 15 pages (no smaller than 12-point font shall be used and all page sizes greater than the letter size of 8.5" x 11" will be counted as two pages), excluding cover letter, table of contents, the cost proposal, and the following items, which should be included as attachments: résumés, Disadvantaged Business Enterprise (DBE) certifications, ~~and~~ required exhibits, and the hypothetical scenario. The 15-page limit is inclusive of the maximum 3-page response to the hypothetical scenarios discussed below. The maximum 3-page response to the hypothetical scenario discussed below will not be counted towards the 15-page proposal limit. The Transportation Authority accepts no financial responsibility for any costs incurred in the preparation of proposals. Upon receipt

by the Transportation Authority, all accepted proposals submitted in response to this RFP will become the property of the Transportation Authority.

SECTION VII – DBE FOR U.S. DEPARTMENT OF TRANSPORTATION ASSISTED CONTRACTS

Contract Goal. For this contract, the Transportation Authority has established a DBE goal of **14%**. Proposers are expected to meet the DBE goal regardless of which ~~workstreams are being proposed through Options A, B, or C~~ option is being proposed (A, B, or C) under Section IV. Proposers are not expected to meet the 14% DBE goal for each individual workstream that is covered by the option being proposed but are expected to meet the DBE goal across the entire proposal. Firms are requested to provide all applicable certificates or proof of certification along with their submission, which will not count against the page limit. Proposers must document adequate good faith efforts to involve DBEs by completing and submitting the attached Exhibit 10-O1, *Consultant Proposal DBE Commitment*, Exhibit 10-O2, *Consultant Contract DBE Information*, and Exhibit 15-H, *DBE Information – Good Faith Efforts*. Regardless of whether or not proposers are able to meet the DBE goal, all proposers must complete and submit Exhibit 15-H showing that proposers made adequate good faith efforts to meet the goal. Proposals that do not make an adequate good faith effort to meet the DBE contract goal and document adequate good faith efforts shall be considered non-responsive to this procurement.