

Town of Los Gatos

**REQUEST FOR PROPOSALS
Local Roadway Safety Plan**

Answers to Questions from Proposers, October 15, 2020

Question 1 -

How much consultant participation is anticipated for the stakeholder outreach task compared to the community outreach task? It appears the Town has conducted a fair amount of stakeholder engagement – should we assume that this work is done and will be passed along to the consultant, or do you expect additional stakeholder engagement from the consultant.

Town's response:

For the purpose of this project, the terms of stakeholder outreach and community engagement/outreach are interchangeable. Community engagement includes outreach and collaboration with the general public, stakeholders including the Town's Commissions, schools, school districts, special interest groups and others. The level of consultant effort is described in the RFP.

Question 2 -

Should we assume we only need to use the TIMS database, or should we also consider and use SWITRS or the Town police dept collision database?

Town's response:

The Transportation Injury Mapping System (TIMS) was developed by SafeTREC to provide quick, easy and free access to California crash data, the Statewide Integrated Traffic Records System (SWITRS), that has been geo-coded by SafeTREC to make it easy to map out crashes. In Town staff's consideration, there isn't a distinction between the databases from TIMS and from SWITRS.

The Town Police Department can provide crash data from recent years that is not available from TIMS or SWITRS. The consultant will have the access to the Police data with the Town's project manager's approval.

Question 3 -

What are the other data/information are available from the Town for this project? In what format?

Town's response:

The consultant will have access to all the publicly available data and information. Please refer to the table below for details and format.

Data	GIS	CAD
Number of lanes (1)	Yes	Yes
Medians (2)		Yes
Bike lanes	Yes	
Sidewalks (2)		Yes
Traffic control devices		Yes
Aerial topographic	Yes	Yes

Notes:

1. We can see the lanes in aerial photo and we have aerials available as JPG files which can be used in GIS as well as CAD. The only issue is that these aerials are from 2015 and any changes made to lane markings after March of 2015 do not show up.
2. The sidewalks and median islands are part of our topography maps and not in separate files.

Question 4 -

The RFP requires references for all key team members; does the Town consider all named members of the proposer's team to be "key team members," or does this apply only to identified project management and leadership?

Town's response:

"Key team members" refer to the identified project management and leadership.

Question 5 -

Will requested changes to the contract agreement provided in Attachment 3 influence the Town's evaluation of proposals?

Town's response:

The Town will follow the evaluation process described in Appendix B in the RFP. Adherence to the contract agreement is not included in the evaluation criteria, therefore, has no impact on the evaluation. However, Attachment 3 was based on the Caltrans A&E Boilerplate Agreement language and modified to reflect 1) a non-A&E contract; and 2) the Town's contract terms, as appropriate. Any and all requested changes will be reviewed by the Town Attorney and/or Caltrans.