

Request for Proposals: City of Lakeport Active Transportation Plan

#	Question	Answer
1	Will CivicWell be conducting the outreach and engagement, if that's the responsibility of the consultant, or if it is a mix of the two?	CivicWell will be primarily responsible for organizing outreach and engagement, with support and participation as identified in the scope of work.
2	What is the City's expectation for the level of detail for the concepts?	Conceptual drawings created by the Consultant will be no more than 30% design for high priority pedestrian and bicycle improvements identified in the plan, with sufficient detail and cost estimates for California Active Transportation funding applications for full design and implementation.
3	How many concepts does the City expect the consultant team to produce?	Consultant will prepare maps, plan views and cross sections with recommendations for active transportation, infrastructure, street design, intersections, and trails. High priority opportunities and improvements will be identified through the study and engagement process and depicted with conceptual designs with sufficient detail for grant proposals for implementation funding.
4	Will the Project Advisory Group meetings be held virtually or in-person?	The Advisory Group is expected to meet on three occasions during the project. Consultants should plan to participate in person in at least two of the meetings.
5	Will the Final Plan Adoption presentation to the City council be a virtual or in-person presentation?	Consultants should plan for an in-person presentation to City Council, unless otherwise indicated by the City of Lakeport.
6	What is the envisioned corridor length for the corridor 30% conceptual drawings?	The extents will depend on the location(s) for high priority improvements based on the outcomes from the study and engagement process.
7	Could you clarify that the "not including" clause is correct? As in - does this mean that the 12 page limit ONLY applies to the narrative requested, and not other key proposal elements? Essentially, we want to clarify that the word "NOT" in "not including..." is intentional/correct.	The cover letter, budget and cost estimate, relevant experience, and references, do not count towards the 12 page limit.
8	Are page dividers permitted and do they count against the page limit?	Page dividers are permitted and do not count against the page limit.
9	Are full resumes permitted in an appendix, and do they count against the page limit?	Full resumes will be considered as part of the relevant experience and references criteria and will not count against the page limit.