

**Environmental Justice Analysis and Outreach for the
Multi-County Goods Movement Action Plan (MCGMAP)**

**Responses to Pre-proposal Conference
July 2007**

- 1) **Question:** How will the Environmental Justice Goods Movement Technical Advisory Committee (EJGM TAC) be related to the existing Stakeholder Advisory Group for the Multi-County Goods Movement Action Plan?

Response: They are not related. We anticipate the EJGM TAC to include a representative from the MCGMAP partner agencies a representative from the environmental community and from the private community.

- 2) **Question:** The overview section of the Scope of Work states the "Consultant" will work with agency staff to identify members of the Community Feedback Groups. Does the term "Consultant" here refer to Wilbur Smith Associates (WSA) or the Consultant to be retained under this RFP?

Response: Consultant does not refer to WSA. It refers to the Consultant to be retained under this RFP.

- 3) **Question:** Is it anticipated that the Multi-County Goods Movement Action Plan process will be completed before the end of this environmental justice analysis contract?

Response: It is anticipated that the draft Multi-County Goods Movement Action Plan will be completed before the end of this contract.

- 4) **Question:** Can you clarify what is desired by the last two sentences of Task 3 regarding criteria used for measuring health impacts and the cost of these criteria? What deliverable will reflect this work and how will it be used?

Response: MCGMAP was not tasked with looking specifically at the costs of health risks related to goods movement. Therefore, in response to stakeholder concerns, the agencies desire more information and data on the health related effects of goods movement which could be used in future planning efforts. This information will be incorporated into the deliverable for Task 3.

- 5) **Question:** A project website is mentioned in Task 5. Is it correct to assume that this website will be set up and maintained by the MCGMAP agencies and not by the Consultant?

Response: Yes, the MCGMAP agencies will set up and maintain the project website.

- 6) **Question:** There are numerous mitigation strategies in process. To what extent should we consider those mitigation strategies as a “given”? Or, should we evaluate them in our proposal?

Response: Consultant should use the mitigation strategies as a guide and apply them, if applicable. In addition, Consultant will not be expected to reevaluate existing plans and programs.

- 7) **Question:** The Request for Proposal identifies a 25 page limit. Is that for content only?

Response: The 25 page proposal is for content only; qualifications can be included in the appendix.

- 8) **Question:** What other Environmental Justice grants is Caltrans working on?

Response: There are additional EJ grants that Caltrans* is working on; however, Consultant should submit a proposal based on parameters contained in the Scope of Work outlined in the RFP.

*Caltran’s reports that there are 22 EJ grants statewide for FY 2006/07. The closest topic is a grant in Contra Costa County, for Goods Movement & Community-Based Planning. In the Los Angeles office, there are 6 EJ grants, dealing primarily with transit and low-income community planning. For more information, contact Emmanuel Mekwunye at (510) 286-6327 (Caltran’s Oakland Office). In Los Angeles, contact Melanie Bradford at (213) 897-1337. Both of these offices also had EJ grant awards for the FY 2005/06 cycle. During the FY 2004/05 cycle, the City of Irvine received an EJ grant for outreach on their long-range transportation plan. The City’s manager for this grant was Ali Taghavi at (949) 724-7313.

All grant cycles and programs are listed on the Caltrans Internet site:
<http://www.dot.ca.gov/hq/tpp/grants.htm>

- 9) **Question:** The Multi-County Goods Movement Action Plan is scheduled to be completed in advance of the Environmental Justice work contained in the Request for Proposal. Is there a perception that the environmental justice work will not be incorporated in the action plan?

Response: The Environmental Justice grant is part of the “next steps” process – the guide book. As a result, the Multi-County Goods Movement Action Plan will contain references to the Environmental Justice grant. It is important to note that the Multi-County Goods Movement Action Plan is

intended to serve as a blueprint for a regional goods movement improvement strategy. As a result, it is expected that the environmental justice analysis conducted in this project will be incorporated into subsequent analysis and documentation required for project implementation.

- 10) **Question:** Is a stakeholder's mailing list available? Or, will Consultant need to develop an outreach list?

Response: A mailing list is available and includes government agencies, private sector representatives, environmental and community groups. The current list will provide the basis for the Consultant to draw from; however, it is expected that the list can be supplemented by the Consultant.

- 11) **Question:** The Request for Proposal does not identify a weighting score. How should the proposal base their response to the Request for Proposal?

Response: Page 2 of the RFP provides the basis for the evaluation criteria.

- 12) **Question:** Why is the Southern California Association of Governments (SCAG) not identified on the list of participating agencies?

Response: SCAG is not a funding partner to the Environmental Justice grant; however, it is expected that they will participate in the study and all of their previous work in this arena can be integrated into the project.

- 13) **Question:** Is San Diego included in the Environmental Justice effort?

Response: San Diego county is not included in the Environmental Justice effort.

- 14) **Question:** Is there a DBE requirement?

Response: There is no DBE requirements associated with this RFP.

- 15) **Question:** Will the successful proposal have access to the research data from the Multi-County Goods Movement Action Plan?

Response: Yes. All data from the Multi-County Goods Movement Action Plan will be made available to the selected consultant for the Environmental Justice grant.

16) **Question:** How should budget be prioritized?

Response: Proposal should include a budget based on the Consultant's scope of work. Page 2 of the RFP identifies the scoring criteria that will be used to evaluate proposals.

17) **Question:** How have stakeholders reacted to the Multi-County Goods Movement Action Plan?

Response: For information on public strategy and public outreach, the Consultant should contact the MCGMAP website at www.metro.net/mcgmap

18) **Question:** Are the technical memos available from the Multi-County Goods Movement Action Plan?

Response: Most of the technical memos are available and can be accessed through the LA Metro website: www.metro.net/mcgmap

19) **Question:** Under Task 1, below the heading "Project Management and Control," the large paragraph in the middle of the page says that the project "schedule shall account for interface with, and review by, RCTC." Should Consultant expect that only RCTC will perform review of the Consultant's work throughout performance of the contract, or will the full EJGM TAC actually review each step along the way?

Response: RCTC will review Consultant's work product and will remain as the single contract administrator, therefore the contractual relationship will be between RCTC and Consultant. However, the Consultant shall allow for a minimum two week review period for each deliverable as work products will be shared with the EJGM TAC.

20) **Question:** Must all subconsultants complete and sign the Conflict of Interest Disclosure form? Are there any other forms required for subconsultants?

Response: Yes. The general rule is that consultants who participate in the making of a governmental decision need to disclose. Thus, if the consultant is providing a recommendation, they would need to disclose. There are no additional forms required for subconsultants.

21) **Question:** "With the support of the Consultant, the Environmental Justice Goods Movement TAC members will hold a set of initial meetings with identified Community Feedback Groups..." , "Depending on the level of community concern, additional meetings will be held as needed to identify an acceptable approach..." and "It is anticipated that there will be no more than 10 initial meetings...". Under Task 2, Meetings and Meeting Minutes,

the RFP states that "...The number of external agency outreach meetings or community meetings will be determined after the Community Feedback Groups have been established, however it is anticipated that there will be at least 10 meetings per county...". Can you clarify RCTC's expectations for the response to the proposal? Is RCTC open to alternative approaches and/or numbers of meetings for the Community Feedback Groups and/or the TAC?

Response: RCTC is open to alternative approaches; however, the bid should include at least ten meetings.