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| Item # | Date Received | Date Answered | Proposer’s Question | City’s Answer | RFP Revisions |
| 1 | 02/23/2023 | 02/24/2023 | I receive an error message when trying to open the reference document entitled ‘ETOD Summary\_DRAFT’ on page 5 under section 5. | The reference document entitled ‘ETOD Summary\_DRAFT’ on page 5 under Section 5 can be found at the following link:  <https://seattle.gov/documents/Departments/OPCD/OngoingInitiatives/ETODSummary2023.pdf> | ‘Part A: Designing and Recruiting Advisory Groups’ under Section 5 has been revised to include the following language:  A draft summary of the ETOD definition, vision and values can be found at: <https://seattle.gov/documents/Departments/OPCD/OngoingInitiatives/ETODSummary2023.pdf>. |
| 2 |  | 02/24/2023 |  | The Procurement Schedule has been updated:  Deadline for Questions is 2:00 PM PST on March 8th, 2023  Response Deadline is 11:59 PM PST on March 17th, 2023 | Deadline for Questions: 2:00 PM PST on March 8th, 2023  Response Deadline: 11:59 PM PST on March 17th, 2023 |
| 3 |  | 02/24/2023 |  | This solicitation is a Request for Proposals (RFP). | The language on the second paragraph of Section 1 has been updated to reflect this. |
| 4 | 02/23/2023 | 02/24/2023 | Is the $75k-$125k range for the consultant team only? Will the City pay advisory group members separately? Do you have a sense of the hourly rate you'll be paying CAG members? | The budget for the consultant is $75,000 - $125,000. The City anticipates proposals from consultant teams with varying sizes and expertise. The budget range is intended to provide consultants the flexibility in how they respond to the project scope and their team’s expertise. The City is planning to compensate advisory groups members separately and this compensation is not included in the consultant’s budget. The City is still determining the compensation rate for advisory group members. | No changes. |
| 5 | 02/23/2023 | 02/24/2023 | The scope of work goes from On-Boarding, Core Work Program, up through Implementation Plan, which in the PDF graphic timeline (with the circles) is up through Q2 2024. Is the Q4 2024 ending period of the contract to add a cushion of time? Just making sure I'm understanding correctly that the scope is only up through the plan, not any of the implementation. | Please refer to the performance schedule described in Section 2 (pages 3-4). As noted in Section 2, the ETOD Strategy and Implementation Plan is related to the West Seattle Ballard Link Extensions project and has a dynamic timeline. The contract timeline ending in Q4 2024 is intended to address the dynamic nature of the scope of work. Additionally, because the scope of work is dependent on a community-driven process, the City may seek additional guidance from the CAG to clarify recommendations during the implementation phase. | No changes. |
| 6 | 03/02/2023 | 03/02/2023 | Can you clarify why the scope of work will be fulfilled by a consultant and not by City staff? | As described in the RFP and [ETOD Summary](https://seattle.gov/documents/Departments/OPCD/OngoingInitiatives/ETODSummary2023.pdf) document, the City convened a small steering group to provide early guidance on ETOD. This small steering group advised the City to have an external consultant facilitate the Community Advisory Group as a means to create transparency, trust, and collaboration among the participants and the City. City staff will be working alongside the consultant to provide technical/logistical support as well as providing the Consultant with content and materials necessary to facilitate advisory group meetings. | No changes. |
| 7 | 03/02/2023 | 03/02/2023 | Is the City certain who will be on the advisory group (i.e. usual suspects) or are you hoping for investment in new leadership? | We received guidance from the small steering group to center new voices and new leadership. We will work with the consultant to prioritize recruitment of members who have not participated in this type of process. Additionally, there may be a mix of members with varying levels of experience with City processes due to limitations in who we are able to recruit. | No changes. |
| 8 | 03/07/2023 | 03/10/2023 | Does the City have active public health policies around determining in-person vs. virtual meetings? (i.e. impact of local COVID case numbers, limitations on amount of people in an in-person meeting, vaccination requirements for AC participants, indoor masking policies) | The City does not have any policies around how to determine in-person vs. virtual meetings in the context of an advisory group. Masks are provided on-site in City facilities, but they are optional. We are also following CDC and local public health guidance, both of which have stated that social distancing is no longer required or necessary. In terms of determining in-person vs. virtual meetings for the ETOD Community Advisory Group, we plan to assess the needs of the advisory group members when we have selected them and accommodate accordingly. | No changes. |
| 9 | 03/07/2023 | 03/10/2023 | Are you open to the consultant proposing recommendations around when to have in-person vs. virtual convenings, or is there an overarching protocol we must follow? | There is no overarching protocol on when to have in-person vs. virtual convenings. The consultant may propose recommendations based on their response to the approach. | No changes. |
| 10 | 03/07/2023 | 03/10/2023 | The link to the Vaccine Attestation form under section 10.5 (p. 20) does not work. | Effective Feb. 7, 2023, Mayor Harrell [ended the COVID vaccine requirement](https://harrell.seattle.gov/2023/02/06/king-county-and-city-of-seattle-announce-updates-to-employee-vaccine-mandate/) for employees, volunteers, and contractors as outlined in [Executive Order 2021-08](https://seattle.gov/documents/departments/fas/purchasingandcontracting/executive-order-2021-08-covid-19-vaccination-requirements-for-contractors.pdf). Contractors will no longer be required to provide proof of vaccination. Unvaccinated contractors will be allowed to return to City worksites. For more information please visit [COVID-19 Vaccination Requirements for City Contractors and Volunteers](https://seattlegov.sharepoint.com/sites/DOT_SoundTransitPrograms_GRP/Project%20Documents/5.2_Planning/3.0%20Station%20Area%20Planning/FTA%20TOD%20Planning%20Grant/03_ETOD/0_Project%20Management/ETOD%20Consultants/Recruitment%20and%20Facilitation%20Consultant/RFP-OPCD-2-17-2023/Addendum%202_20230309/COVID-19%20Vaccination%20Requirements%20for%20City%20Contractors%20and%20Volunteers). | Requirement to submit a Vaccine Attestation Form has been removed from section 10.5. |
| 11 |  | 03/10/2023 |  | A recording of the pre-submittal meeting that occurred on 3/2/23 is available here: <https://youtu.be/N9APruMMP-8> | No changes. |