

**Washington State Joint Transportation Committee
Statewide Household Travel Survey Utility Analysis**

**Responses to RFP Questions
August 10, 2023**

Question 1: Concerning the call out box at the bottom of the RFP’s first page that requests that firms bidding on the statewide household travel survey refrain from bidding on this work, does this apply if our intent is to be a subcontractor on the resulting procurement?

Response: The call out box referred to in the question reads:

Future funding and directives from the Legislature may initiate a statewide household travel survey, resulting in issuing a subsequent RFP to conduct that survey. To avoid any appearance of a conflict of interest we ask that firms that might apply to conduct a statewide travel survey, should the Legislature decide to authorize one, refrain from submitting a proposal on this RFP.

Because of the possibility that the state may decide to undertake a multi-million dollar effort to conduct a statewide household travel survey based on the results of this study, it is important that the consultant not have any appearance of an interest in the outcome. Accordingly, the prohibition in the call out box applies to potential subcontractors as well as potential principal contractors.

Question 2: A series of questions submitted by a potential bidder with answers provided in context:

1. Letter of Submittal: When the submission is from a team (prime + subcontractor), are the details specified for the Letter of Submittal required of the prime only or of all team members?

Response: The instructions on the letter of submittal state are direct to the: “...legal entity or individual with whom contract would be written.” The JTC contracts with the lead consultant, therefore the letter of submittal detail is only required of the lead consultant.

2. Exhibit B (Certifications and Assurances): When the submission is from a team (prime + subcontractor), are the signed Certifications and Assurances required

only for the prime contractor or will each subcontractor also need to sign a form?

Response: The lead consultant submits the certificates and assurances on behalf of itself and the subcontractors (see, for instance, assurance 9). Accordingly, the certificates and assurances form need only be signed by the prime contractor.

3. Technical Approach: Since the level of effort (hours by person by task) is already required in the Management section, what type of level of effort detail is required in the Technical Approach?

Response: Level of effort detail is not required in the technical approach, though some proposers have found it useful to include some of that information in explaining their technical approach to a study.

4. Technical Approach, Task 3: What is the deliverable due date for the final report to the Joint Transportation Committee? RFP dates January 10, 2023, should that be 2024?

Response: Should be January 10, 2024.

5. References: Are the requested references for specific projects or professional references?

Response: The requested references are for professional references. Two samples of previous work should also be submitted per bidder instruction number 3.

6. Section XIII: The due date for the "Final phase I report draft due to JTC" is December 7, 2020 – should that be 2023?

Response: Should be December 7, 2023.