Questions and Answers from the Info session - July 31, 2023

Request for Proposals: Consultant Services for Green Streets, Green Jobs, Green Towns (G3) Technical Assistance Charrettes

Q1: Will the attendee list and contact info be sent out after the meeting?
A1: The Trust will not share the contact information from the meeting attendees, but the presentation and the recording will be made available and emailed out to attendees and posted on our website. If there is a certain organization you need to reach, please contact the Trust directly. If you have questions regarding the three charrette locations [Jonestown Borough in Pennsylvania; Warm Springs Watershed Association (WSWA) in West Virginia; and George Washington Regional Commission (GWRC) in Virginia]], please contact the Trust directly. The Trust will interface directly with the three charrette locations and answer any further/future questions from bidders.

Q2: Rebecca MacLeod - Do you have points of contact at WV Division of Highways (DOH) or is establishing relationships part of the effort?
A2: Yes, the Warm Springs Watershed Association (WSWA) has contacts at the WVDOH and has an established relationship with this group.

Q3: Can you elaborate on your potential budget for this project? for each locality? Can you confirm that the funding is $20,000 per project and if it is acceptable to apply for 1, 2 or 3 charrette project locations?
A3: We estimate the cost for each charrette project location to be approximately $20,000. However, if you want to propose changes to our suggested scope of work, we can be a bit flexible regarding the scope and the budget. If you are responding to all three charrette project locations, we estimate the budget to be around $60,000 but again, we can be a little flexible on the scope and/or cost. You may apply to one, two, or all three charrette project locations.

Q4: In responding/preparing RFP do we/should we focus on a singular community or all three?
A4: You may apply to one, two, or all three charrette project locations.

Q5: For GWRC, is it correct to say that the previous studies mentioned have already identified potential project locations that the charrette would use as a jumping off point? I ask because this is a large geographic area.
A5: There are some priority projects and identified needs for the GWRC charrette. However, GWRC already have data sources and want to overlap these with priority areas to determine what projects and locations to focus on in the charrette. No specific projects have been identified, but some areas for focus have been established.

Q6: When do you anticipate awarding the project(s), and would they be slated to begin in 2023?
A6: We anticipate making the contracts in the next 2 to 3 months and work to get started right away with completion estimated to be 9/1/24. We want to get assistance to our grantees/communities initiated as soon as possible.

Q7: Is it possible to respond to the RFP while waiting for a new UEI number (due to the DUNS switchover)?
A7: Yes, this is fine, but if awarded, your organization will be required to submit an active and publicly accessible UEI number that shows your organization is in good standing with no suspensions or debarments.
Q8: Will the local partners assist in identifying and securing charrette facilities?
A8: Yes, the Trust as well as the local partners will support the contractor to identify locations of the required in-person meetings.

Q9: I also want to confirm that engineered plans are not required. (e.g. no PE involved).
A9: Engineered designs are just an idea – they are not required and potentially not applicable based on the location/budget. A concept plan or idea/watershed plan that later leads to future engineered plans (funded by future funding) is plausible.

Q10: Are cost estimates for implementation included in the concept plans?
A10: Yes, for WSWA in West Virginia; yes, for Jonestown Borough in Pennsylvania; and costs would be helpful for George Washington Regional Commission (GWRC) in Virginia.

Q11: You mentioned in-person and/or hybrid charrettes earlier. Can you clarify if the applicants will need to provide virtual/hybrid charrettes?
A11: We thought providing a hybrid option makes sense since this is a good way to reach many people using both an in-person and online platform option.

Q12: When is the last date to ask questions and will all of the questions and answers be provided to bidders or posted on your website?
A12: The Trust can answer questions up until the RFP closes and we will post all questions and answers on our website, so all bidders are privy to all information.

Q13: How much will DEIJ be considered in the application?
A13: While Diversity, Equity, Inclusion, and Justice (DEIJ) is not exclusively outlined in the deliverables/review criteria of this RFP, it is still something to consider for your project and to discuss in the application's narrative response. As applicable, consider DEIJ in your proposed approach to meet the required outcomes and as appropriate to meet the proposed goals. Applications will be evaluated based on criteria outlined in the RFP 5.4 “Evaluation Considerations.”

Q14: What is the number of sessions estimated by the project coordinator for each location? Or is that left to the discretion of the bidder?
A14: The RFP lists the number of meetings required in Section 2.1 b "Scope of Work - Deliverables" and bidders may elect to propose bundling the number of meetings with the target community(ies) if proposing to work in more than one charrette. Bidders may also propose more meetings with the community(ies) served. Bidders should justify the proposed scope of work and ensure the level of effort will meet the deliverables.