

City of Burlington Citywide Transportation Options Study

Preliminary Q+A

Q: When is the deadline?

A: The deadline is now EOD, December 2nd.

Q: Do CVs/resumes count toward the 15-page limit?

A: No, CVs/resumes do not count toward the 15-page limit.

Q: When will interviews take place?

A: Interviews will take place in the second or third week of December and will be conducted virtually. Depending on the number of submittals, there may be a second round of interviews.

Q: Regarding public and stakeholder engagement, will the consultant be responsible for leading and managing outreach?

A: No. While the City will look to the Consultant for assistance in content creation and engagement activities, including in innovative ways to engage, the expectation is that the City will be the primary responsible lead for engagement. We will identify stakeholders and communities to which engagement will be targeted and will be responsible for all engagement logistics, including in-person and virtual events. That said, we welcome submittals that include ideas that could strengthen our engagement effort.

Q: The RFP states proposal document should be easily printable by use of standard page formats of 8.5" x 11" and/or 11" x 17" can 11"x17" be used for the whole proposal document?

A: Yes

Q: Is the cost proposal outside of the 15-page limit?

A: No. The cost proposal is included in the 15-page limit.

Q: Can you explain the role of CATMA in this project?

A: CATMA is a local transportation management association and will be a primary stakeholder throughout the study and in implementation of future TDM strategies. The City will coordinate the development of a relationship between the consultant(s) and CATMA.

While the organization will be engaged in this capacity as a stakeholder, CATMA is eligible to submit to the RFP in any capacity.

Q: Regarding public and stakeholder engagement, do you want a local engagement firm to be part of the team?

A: While firms/teams with local engagement experience are welcome to submit, such experience is not necessary. The City of Burlington continues to build a robust engagement network through the work of individual departments, including the Community and Economic Development Office's (CEDO) Community Engagement, Neighborhoods and Workforce Development division. The City is committed to serving as primary engagement lead and will negotiate specific engagement responsibilities and requests with the consultant(s) upon selection.