

Questions and Responses

1. Can this work be performed from remote location?

- The selected contractor is expected to work offsite and have adequate office related resources necessary to complete project tasks. In addition, the contractor will be expected to “meet” as often as necessary with BAAQMD staff via phone and email.

2. Does the budget include travel to San Fran and how many meetings are you anticipating for the project?

- Physical travel to San Francisco is not required for this project. We anticipate having a kick-off meeting after the contract is executed, which could be in person, or via conference call. Additional meetings via conference call will be held for communicating project status updates and for clarification on an as-needed basis.
- Bidders who choose to travel to SF for meetings that have cost associated with that travel should identify those costs in their proposed budgets.

3. I saw in the draft plan that the modeling work is still ongoing – is the modeling part of the revised RFP? This was stated in section 4.3 to draft plan:

http://www.baaqmd.gov/~media/Files/Strategic%20Incentives/EV%20Ready/Draft%20Bay%20Area%20PEV%20Readiness%20Plan_2.ashx

- Yes, the modeling work will be completed and included in the final draft that will be peer reviewed.

4. The page limit is 4 pages or 8 sides single space not including resumes. Would the cover letter be counted as part of the eight pages?

- No, the cover letter is not counted as part of the allowable 4 pages or 8 sides. Resumes and *supporting documentation for staff qualifications* also do not count against the page limit.

5. I would like to confirm our understanding of what has been changed in this RFP please – It appears that the only rewritten/added content is on file RFP 2012-014, Section III (scope), Subsection B, #2. We also noticed that some content was moved to a different section, but nothing was changed in the content. Please confirm that our understanding is correct, and if it is not, what additional information has been affected.

- There are two main changes:
 1. Dates (i.e. timeline and deadlines).
 2. Scope of work change: Instead of peer reviewing two drafts (the first and final drafts of the Plan), contractor will only review the final draft of the Plan.

6. I just wanted to ensure my understanding was correct that the timeline from this project has decreased from 33 days originally (10/8-11/21) to 11 working days now (11/2-11/16), with a compressed due date. Correct?

- Yes, as per the current timeline, the task is tentatively expected to be completed between November 2, 2012 and November 16, 2012, in order to allow the Air District to complete Plan delivery by the due date of 11/21/12. In the event that the final due date is extended, the timeline for this project may be extended by a corresponding amount of time that would likely not exceed 10 calendar days.