

**REQUEST FOR PROPOSALS (RFP)**  
**Bay Area Regional Prosperity Plan**  
**Regional Economic Development Strategy**  
**dated November 21, 2012**

**Proposers' Conference and Submitted Questions and Answers**  
December 5, 2012

**Q1: In addition to the existing studies and analysis listed on page 13 of the Request for Proposals (RFP), will the project look at any other studies??**

A1: Yes. The studies listed in the RFP are a starting point for analysis in Task 3.1. Additional information will be provided to the selected proposer.

**Q2: Does the number of meetings listed in the RFP, Appendix A, Scope of Work, page 13, a maximum or a minimum? Can a proposer combine tasks 2.4 and 2.5 and propose an alternative approach?**

A2: The RFP outlines the minimum number of meetings for the given task. Proposals may include alternative approaches to the project and scope of work (see RFP section VII. FORM OF PROPOSAL, pages 5 and 6, items D and E and *Appendix A, Scope of Work*, page 14, paragraph 3 (Scope of Work). However, proposals should also respond to the Scope of Work as written, including by providing a budget for all tasks and deliverables.

**Q3: How is the Moving to Work study different from the RFP?**

A3: The Moving to Work study has a more focused scope of work compared to the RFP. For example, it only focuses on “industries of opportunity” and not the “places of opportunity”. In addition, the study does not propose strategies or identify priority projects.

For more information about the Moving to Work study, please visit:

<http://reconnectingamerica.org/movingtowork/>

**Q4: Are “places of opportunity” the same as Planned Development Areas (PDAs)?**

A4: No, but they overlap in many instances.

**Q5: How will the economic strategy be coordinated with the housing work plan?**

A5: The coordination and collaboration for cross-pollination opportunities is built into the Prosperity Plan work plan as well as the Scope of Work for the RFP. The Joint Projects Team is also charged with ensuring coordination and alignment between work elements.

**Q6: Do the insurance requirements apply to the prime or the entire team?**

A6: Please see *Appendix D, MTC STANDARD CONSULTANT CONTRACT, Attachment E, Insurance and Financial Security (Bond) Provisions*, including, but not limited, to Section 1, subsection A.

**Q7: Will MTC withhold any amounts from the invoice payments?**

A7: Yes. Please see *Appendix D, MTC STANDARD CONSULTANT CONTRACT, Attachment C, Compensation and Method of Payment*, paragraph Withheld Amounts and Final Payment, regarding 5% retainage.

**Q8: Is there a conflict of interest for the consultant team hired for this RFP with regards to the sub-grants for pilot projects in the next phase?**

A8: MTC has attempted to minimize the potential for such a conflict of interest. The consultant or consultant team hired in response to this RFP will support the Joint Projects Team, Steering Committee and the working groups in identifying categories of priority projects that could be funded as pilot projects in the next phase of the program. The consultant team will not determine the pilot projects to be funded. Neither will the consultant team develop the call for projects / evaluation criteria for the sub-grants.

**Q9: Will the prime consultant get paid by MTC within 30 days of submitting an invoice, or will MTC wait until it receives the payments from HUD for that invoice before paying the prime consultant?**

A9: Please see *Appendix D*, MTC STANDARD CONSULTANT CONTRACT, Section 3, COMPENSATION AND METHOD OF PAYMENT, which states, "Payment shall be made by MTC within thirty (30) days of receipt of an acceptable invoice, approved by the Project Manager or a designated representative."

**Q10: Who is the arbiter for determining whether the consultant team has met its obligations for deliverables?**

A10: The MTC Project Manager is responsible for reviewing and approving all work products and deliverables.

**Q11: What type of a firm should the prime be?**

A11: Please see RFP, Section II. Proposer Minimum Qualifications, page 2, for guidance.

**Q12: Who developed the RFP? Are co-chairs of the Economic Prosperity Working Group eligible to apply?**

A12: The Economic Prosperity Working Group developed the overall guidelines for the RFP. The Joint Projects Team (JPT), which is composed of MTC and Association of Bay Area of Governments (ABAG), staff as well as the co-chairs for the three working groups, developed the Scope of Work, Evaluation Criteria and Minimum Qualifications. JPT members are subject to the Conflict of Interest Policy adopted by the Steering Committee on November 9, 2012. JPT members who have recused themselves from the RFP development and the consultant selection process are eligible to apply for the RFP. Additionally, staff from the following organizations provided input on the RFP: City of San Jose, Joint Ventures Silicon Valley, East Bay Economic Development Alliance, Puget Sound Council of Governments and PolicyLink.

**Q13: What are the subgrantees' reporting requirements?**

A13: Please see RFP, *Appendix G*, ATTACHMENT 1, COOPERATIVE AGREEMENT PROVISIONS.