1. Q: What role will the RTCC have in the selection process of the consulting team? Are they still advising CAMPO in this type of decision-making process?

R: The RTCC will be a part of the team that selects the consultant. We will have three staff members from CAMPO, one member from the RTCC, and one member from CAPCOG to help us score proposals. Both the RTCC and CAPCOG will be a part of that process.

2. Q: Is there still a TxDOT representative on the RTCC?

R: Vanessa Owens from TxDOT is regularly a part of each RTCC meeting.

3. Q: While there is an agency DBE goal of 25%, is there a specific DBE goal for this project?

R: There is no specific DBE goal for this project. Only the 25% agency DBE goal.

4. Q: Are there any specific policies related to health and safety at CAMPO, or local to the region, that we should be mindful of when developing our scope of work?

R: In relation to public engagement, we continue to follow the state executive orders and any local orders that are in place. We are diligent about looking at both city and county executive local orders and being stringent on health and safety. We tend to air on the side of being cautious and we are also being mindful of the people that we will need to reach out to that may be in a higher risk category or may not feel comfortable being around strangers. We are trying to provide as many opportunities as possible where we do not have to meet face to face.

5. Q: If we do select a DBE, do they need to be officially registered with CAMPO as a DBE?

R: They need to be registered with the state and provide their DBE certificate.

6. Q: Will CAMPO provide a list of pre-bid attendees?

R: CAMPO posted the list of pre-proposal meeting attended on the website, Tuesday, November 18, 2020.
7. Q: Can CAMPO provide an example of the type of Action Tracking Log (page 10) it prefers to use?

R: CAMPO expects the Action Tracking Log to be in a table format that readily identifies the action items, status, responsible party, dates assigned and completed. The program used to generate and distribute the action log can be discussed and agreed upon at the scoping meeting, however action logs in previous projects are typically generated in Microsoft Excel or Project.

8. Q: With respect to document control, when the RFP refers to an “electronic document control and filing system,” is this referring to such a system for the consultant’s internal use?

R: The electronic document control and filing system refers to the organizational system the consultant will use throughout the duration of the contract. This system is primarily for the consultant’s internal use to ensure that work product and deliverables are clearly organized and can be readily transmitted or shared as requested.

9. Q: For the public outreach activities, is it CAMPO’s intent that all outreach be completed remotely (whether virtual or non-virtual, such as mail or phone)? Or would in-person activities be considered if they could be conducted safely and in accordance with state and local guidance?

R: Public outreach activities will continue to be conducted remotely via online, phone, and mail. It is possible individual by-appointment in-person meetings could be considered as an option, depending on state and local guidelines and the level of Covid-19 cases in the region.

10. Q: Does CAMPO maintain existing information about current unmet transportation or mobility needs within the region? Is there an ongoing or annual process to document such needs?

R: CAMPO, along with the RTCC, compiles information on the unmet transportation and mobility needs throughout the region. There are annual numbers reported to the Texas Department of Transportation (TxDOT) through the Texas A&M Transportation Institute (TTI) and then those issues outlined in CAMPO’s planning products, most recently the 2045 Regional Transportation Plan and the Regional Transit Plan. The Plan update will also compile
updated information and will work with the RTCC to create an enhanced system for reporting such needs.

11. Q: How often does the RTCC meet? Are there standing dates?

R: The Regional Transit Coordination Committee meets on a quarterly basis. For the calendar year 2021, the RTCC will meet on March 2, June 1, September 7, and December 7. This information is posted on the RTCC webpage.