



ADDENDUM #6 – November 24, 2025

REQUEST FOR PROPOSALS (RFP)

Monterey County Active Transportation Plan and Level of Traffic Stress Analysis

RFP DUE DATE: 12:00 noon on Wednesday, December 3, 2025

The Transportation Agency for Monterey County (TAMC) is requesting proposals from qualified and interested consultants or consultant teams to develop a county-wide active transportation plan and conduct a level of traffic stress analysis.

The Request for Proposals (RFP) and this addendum are available on the TAMC website at: <https://www.tamcmonterey.org/bids-and-proposals>

Questions concerning this addendum should be addressed to the Project Manager, Janneke Strause, at 831-775-4410 or janneke@tamcmonterey.org.

The following are the TAMC responses to questions regarding the RFP:

Question 1: For the outreach task, which of the following is the correct interpretation?

- Form 13 Steering committees
- Hold 13 focus groups with those steering committees
- Hold 13 public workshops
- Hold 13 Tabling events
- (39 total events)

OR

- Form 13 Steering committees
- Hold 13 Steering Committee meetings
- Form 13 focus groups
- Hold 13 focus group meetings
- Hold 13 public workshops
- Hold 13 tabling events
- (52 total events)

Answer 1: The outreach task includes the following:

- Hold 13 focus groups
- Hold 13 tabling events
- Hold 13 workshops/community events
- (39 total events)

This project will not form new steering committees. This project will conduct outreach to existing contacts from Safe Routes to School Steering Committees that were formed during other projects and plans, as well as outreach to neighborhood and community groups.

Question 2: The Exhibit 10 H1-H3 Cost Proposal is no longer directly linked in the LAPM. Can we instead provide our own budget template, clearly showing anticipated rates, annual increases, benefits and indirect?

Answer 2: Please use the sample cost proposal on page 12 of the RFP.

Question 3: The Sample Cost Proposal linked on p. 12 of the RFP contains “Sample Only - Required Cost Proposal Template To Be Determined By Agency” in its header. Does TAMC intend to provide a more specific version of the form to use?

Answer 3: TAMC does not intend to provide a more specific version of the form.

Question 4: Page 12 of the RFP states: “Caltrans required forms for cost proposal [determine which forms are relevant for this contract and update as needed per Local Assistance Procurement Manual, consultant procurement guidance, & LAPM forms].” Are the bracketed instructions meant for consultants to follow?

Answer 4: Proposers can disregard the bracketed instructions. Please use the Sample Cost Proposal linked on pg. 12.

Question 5: Is there a DBE requirement for this RFP?

Answer 5: No. DBE content is a holdover from previous RFPs and has been removed from the RFP document available on our site.

Question 6: Please share the application schedule/Gantt chart that was submitted to Caltrans.

Answer 6: See below:

California Department of Transportation
Sustainable Transportation Planning Grant Program
COST AND SCHEDULE

| | |
|--------------------------------------|--|
| Grant Category | Sustainable Communities Competitive |
| Grant Fiscal Year | FY 2025-26 |
| Project Title | 2026 Active Transportation Plan and Level of Traffic Stress Analysis |
| Organization (Legal name) | Transportation Agency for Monterey County |
| Disclaimers | Agency commits to the Cost and Schedule below. Any changes will need to be approved by Caltrans prior to initiating any Cost and Schedule change or amendment. Use only whole dollars in the financial information fields. No rounding up or down and no cents. Use the Local Match Calculator to ensure that grant and local match amounts are correct: Local Match Calculator (posted on-line) |
| Reimbursements/ Invoicing | Does your agency plan to request reimbursement for indirect costs? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is the estimated indirect cost rate? <u>.73.62%</u> Does your agency plan to use the Tapered Match approach for invoicing purposes? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

| Task # | Task Title | Grant Amount* | Estimated Local Cash Match* | Estimated Local In-Kind Match* | Estimated Total Project Cost* | FY 2025/26 | | | | FY 2026/27 | | | | FY 2027/28 | | | | | | | | | | | |
|---------------|--|------------------|-----------------------------|--------------------------------|-------------------------------|------------|---|---|---|------------|---|---|---|------------|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F |
| 01 | Project Administration (no more than 5% of total grant funds) | \$10,000 | \$2,000 | \$0 | \$12,000 | | | | | | | | | | | | | | | | | | | | |
| 02 | Consultant Procurement | \$8,000 | \$1,500 | \$0 | \$9,500 | | | | | | | | | | | | | | | | | | | | |
| 1 | Existing Conditions | \$47,000 | \$9,000 | \$0 | \$56,000 | | | | | | | | | | | | | | | | | | | | |
| 2 | Level of Traffic Stress Analysis | \$92,000 | \$10,000 | \$0 | \$100,000 | | | | | | | | | | | | | | | | | | | | |
| 3 | Community Engagement | \$270,000 | \$52,000 | \$0 | \$322,000 | | | | | | | | | | | | | | | | | | | | |
| 4 | Draft and Final Plan | \$208,000 | \$40,000 | \$0 | \$248,000 | | | | | | | | | | | | | | | | | | | | |
| 5 | Board Review/Approval | \$41,000 | \$8,000 | \$0 | \$49,000 | | | | | | | | | | | | | | | | | | | | |
| Totals | | \$676,000 | \$122,500 | \$0 | \$798,500 | | | | | | | | | | | | | | | | | | | | |