

**Washington State Joint Transportation Committee  
Assessment of City Transportation Funding Needs in Washington State  
Responses to RFP questions  
July 2, 2018**

**Q:** How frequently will Staff Workgroup meetings be held during the performance period?

**A:** It is up to each bidding Consultant to propose how best to utilize the Staff Workgroup. That said, we anticipate around three to five Staff Workgroup meetings throughout the study. Additional contact with the Workgroup could be done through emails or conference calls.

**Q:** How long will Staff Workgroup meetings be?

**A:** Typically Staff Workgroup meetings last approximately three hours.

**Q:** Will all Staff Workgroup meetings be held in Olympia? If not, where else will they be held?

**A:** For this study the Staff Workgroup meetings would be held in Olympia and can be held at the JTC offices.

**Q:** Would the consultant be expected to coordinate all Staff Workgroup logistics and planning (such as scheduling, meeting supplies/equipment, development of agendas, and notetaking)?

**A:** The JTC Project Manager can assist with scheduling and equipment. The consultant would be expected to take the lead in developing the agenda. The consultant would also be responsible for notetaking.

**Q:** Will the consultant be involved in convening specific individuals to serve on the Staff Workgroup?

**A:** No. JTC Staff will identify members of the Staff Workgroup.

**Q:** Task 2 of the scope states the consultant will facilitate stakeholder negotiations. I have a few questions about these

**A:** There will not be stakeholder negotiations as part of this study. That was an error in the RFP that was originally posted.

**Q:** What would the state like to see included in the Letter of Intent to bid, and are there any page or formatting requirements for that letter?

**A:** The letter simply needs to express the intent to bid and include the name of the firm and contact information. An email with this information is sufficient.

**Q:** In reading through the RFP document, I find that under Section VI. Qualifications, with respect to the first bullet, that bidder must be licensed to do business in the state of Washington. While it is our intent to bid on this effort it would be our intent to gain all licensing prior to the start of any business. I wanted to verify that this is adequate, and that we need not be licensed prior to bidding.

**A:** A Washington state business license would be required prior to the signing of a contract, but is not a requirement for submitting a bid.