

**Joint Transportation Committee of the Washington State Legislature
Recommendations for Transit-Oriented Development Policies in Washington State**

Responses to RFP questions

July 18, 2024

Question 1: Do you intend to offer a grant or a contract for this award? If contract, what type? (Cost plus fixed fee, firm fixed price, T&M), If T&M, can we budget for fee on non-labor?

Response: The chosen consultant will be offered a contract. Our preference is for a time and materials (T&M) based billing. A deliverables-based contract is an option we will consider. Our primary concern is that we cannot pay for any work in advance, only for work that has been completed. You can budget for a fee on non-labor.

Question 2: If this is a contract, does your entity have fee caps/limits? Does your organization limit any indirect costs? (e.g. G&A, etc.)

Response: No

Question 3: Does your organization have any pre-set definition of certain costs (e.g. what Other Direct Costs can/cannot include?)

Response: No. It is helpful if you briefly describe such costs in your proposal.

Question 4: Is it required to send a letter of submittal along with the LOI?

Response: No. The Letter of Submittal should accompany your proposal.

Question 5: In the third paragraph of section I (background), you mention "The Joint Transportation Committee (JTC) is seeking to contract with a national expert on developing inclusive, mixed-income, mixed-use transit-oriented housing to complete a review of transit-oriented development conditions in 30 specified cities in Washington, and to develop recommendations for state-level policy to expand housing and mixed-use transit-oriented development in a manner that minimizes displacement of existing communities and ensures housing near transit remains affordable to low-income Washingtonians." Are you looking specifically for developers to conduct this study or can national experts who are not developers also submit competitive bids?

Response: We are not requiring the consultant to be "developers." Demonstrated national expertise is the qualification we are looking for.

Question 6: 2. In Task 3, the RFP reads, "For Task 3 the Consultant will develop the criteria, methods and tool(s) that will allow for comparisons on a city-by-city basis to show the existing transit-oriented development policy, program and regulatory status for each city examined in Task 1." Is the creation of a tool a deliverable for this project? Could you clarify or expand upon what you mean by "tool"?

Response: The "tool" is a deliverable for the project. For proposals, consultants should briefly describe how they propose to show the city-by-city comparisons of the 30 specified cities, in a manner that would be easy to digest and understand by legislators (as well as other decision makers and staff). That description would be the "tool" that you are proposing for the project.

Question 7: 3. For the Letter of Submittal, #2, are you looking for home addresses or work addresses?

Response: Work addresses.

Question 8: 4. In the Cost Approach section of D. Proposal Format, it reads "The total cost of this work shall be documented in a detailed budget, including direct and indirect labor, travel, and any other expenses (itemized)." Do "direct and indirect labor" refer to direct and indirect labor rates?

Response: Yes