



City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, NM 87504-0909
www.santafenm.gov

Alan Webber, Mayor

Councilors:

Signe I. Lindell, Mayor Pro Tem, District 1

Renee Villarreal, District 1

Peter N. Ives, District 2

Carol Romero-Wirth, District 2

Roman "Tiger" Abeyta, District 3

Chris Rivera, District 3

Mike Harris, District 4

JoAnne Vigil Coppler, District 4

NOTE TO PROPONENTS

ADDENDA #3 TO RFP # 20/09/P

January 7th, 2019

2020-2030 MULTIMODAL TRANSITION PLAN INCLUDING PARKING ASSESSMENT AND TRANSIT 5-10 YEAR SERVICE PLAN

Reason for Addendum:

RESPONSE TO QUESTIONS SUBMITTED BY JASON MILLER WITH LSC, Transportation Consultants, Inc. Letter dated December 20th, 2019 and Mr. Ken Hosen with KFH Group, dated January 6th, 2020.

Q1. With the City of Santa Fe (City) funding the project & the Santa Fe MPO (MPO) managing, which of the two is the actual lead agency?

A1. The City of Santa Fe is the lead agency.

Q2. Is there a DBE/WBE requirement or recommendation (percentage of total fee)?

A2. There is no requirement as no federal funds will be utilized.

Q3. Is there a page limit for certain sections of proposals or for the entire proposal?

A3. No.

Q4. A potential member of our project team has a close, personal relationship with an MPO staff member who may have a role for the MPO in managing or coordinating this Multimodal Transition Plan project in some capacity. We want to ensure that this does not present any conflict of interest (per City or MPO procedures) that would affect the review and scoring of our proposal and/or our team's chances of selection. We would appreciate guidance on whether or how to disclose this information and how, if we are to proceed with this firm on our team, that inclusion of them would not affect our chances of being awarded the contract.



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- A4. Any MPO/City staff that may have a conflict of interest shall not be included in the evaluation and scoring of proposals. Each person evaluating the RFPs shall sign and be accountable to the City of Santa Fe's Non-Disclosure and Conflict of Interest Statement.
- Q5. Regarding Item 7(2) on page 7, will this item be stricken, as cost is no longer a criterion for deciding which bidder is successful?
- A5. Given costs are not included in the criteria for evaluation elements of "resident business" are not applicable.
- Q6. Does the City or MPO envision the involvement of additional institutional partners in the development of this Plan?
- A6. At this time there is no formal involvement of additional partners in the plan, however we anticipate stakeholders to be identified and involved as outlined in the scope of work.
- Q7. How does the City or MPO envision the integration of the 2015-2040 MTP Plan update process and associated recommendations with this project?
- A7. Any existing MPO/City plans will likely inform this process and the update to the MTP may include recommendations and projects that have impacts located within the selected areas of study. We anticipate further discussion during Task 1. Kick-Off Meeting.
- Q8. For Santa Fe Trails transit data, please describe the current availability and format of ridership data, by route and run, and by stop. Will additional boarding/alighting counts be needed as part of this study?
- A8. The City of Santa Fe has invested in Routematch "In-Vehicle Technology" software. Relevant Routematch data will be shared with consultants as needed. Ridership data, On Time Performance, Actual Trips and monthly fare reconciliation is provided to the Transit Advisory Board via spreadsheets on a regular basis and will be available in similar formats.
- Q9. When have onboard passenger surveys for Santa Fe Trails most recently been conducted? Will new passenger surveys be needed as part of this study?
- A9. Surveys were conducted during the MPO's Public Transit Master Plan development in 2015. Yes, new passenger surveys will be needed.
- Q10. Will MPO VISUM travel demand forecasts and input demographic data be made available to the consultants?
- A10. Yes.



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Q11. Does Santa Fe Trails use a transit planning tool and will access be granted to the successful bidder?

A11. Yes, REMIX and yes access will be granted.

Q12. How integrated does the City envision the three areas of study-multimodal, parking, and transit-in terms of recommendations and process? For example:

a. Does the City envision recommendations pertaining to management entities/frameworks that combine parking responsibilities with other transportation responsibilities?

b. Does the City envision a comprehensive goal identification process, or separate processes for each component of the Plan?

c. Does the City envision stakeholder input on parking separately, or integrated as part of the project's overall stakeholder/engagement process?

A12. Overall the City is interested in a high level of integration for the areas of study. The transit service plan element will require separate goals and recommendations per the scope of services. Stakeholder input for parking may be integrated as part of the overall process. Task 6 was included in the scope to ensure integration is a key element of the plan.

Q13. For the existing conditions assessment, does the City have a vision for which specific study areas/blocks it would like to focus on in terms of comprehensive parking data collection?

A13. The City of Santa Fe Parking Division has certain jurisdiction over roadways and parking facilities in the downtown area that will consist of the majority of existing conditions assessment. There has not been an identification of specific blocks or areas at this time.

Q14. What is the timeframe for the Plan, in terms of estimated start date (post award) and desired completion date?

A14. We anticipate a start date of early April with an 18 month completion goal, however that time frame can be negotiated.

Q15. Should cost estimates be submitted in a separate, sealed envelope, given that cost is no longer an evaluation criterion?

A15. You may submit cost estimates in a separate, sealed envelope, but it is not required.



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Questions for Santa Fe RFP No. 20/09/P

2020-2030 Multimodal Transition Plan Including Parking Assessment and Transit 5-10 Year Service Plan

Submitted by the KFH Group

Ken Hosen KHosen@kfhgroup.com

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Q1. Is there any further definition available as to the size of the potential study areas?

A1. At this time, no we anticipate working with the selected firm to derive specific criteria that will help define the study areas.

Q2. Will information related to future development/redevelopment within each study area be provided by the City or will the consultant be responsible for gathering this information independently?

A2. Once each study area is defined we will establish a work session with pertinent Land Use staff to detail any proposed activity. The consultant team may be available via conference call to reduce any costs associated with this discovery.

Q3. Will information related to study area travel patterns be provided by the City or will the consultant be responsible for gathering this information?

A3. The Santa Fe MPO via Eco Resources Managment maintains an updated Travel Demand Model via PTV Visum Software for the Metro Area and the MPO in cooperation with the NMDOT maintains traffic count data. Both data sources will be available to the consultant.

Q4. Will land use information by parcel be provided by the City or will the consultant be responsible for gathering this information independently?

A4. Land use information by parcel is available via the City of Santa Fe's Interactive Mapping System (IMS). It will be the responsibility of the consultant to manage and organize said data as they see fit.

Q5. Does the City have in mind a number of parking utilization surveys that should be conducted in each study area?



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A5. The determination of the number of surveys for each study area will be at the discretion of the proposer, however we recommend at least one field survey per study area as a rule of thumb. This may be negotiated.

Q6. Is there existing data available related to public and private parking inventory and historical utilization of those assets for any or all of the potential study areas?

A6. At this juncture there is basic data on historic utilization related to on-street and off-street public parking for the downtown area or within the jurisdictional boundaries of the Parking Division. There is not data available outside this area nor private parking at this time.

Q7. What level of detail is required regarding the recommendations for underground or surface parking facilities? Will a simple identification of potential sites and rough space capacities be sufficient? Or will the City require actual parking layouts for each identified site, as well as cost estimates for construction of any additional proposed parking facilities?

A7. Simple identification of potential sites and rough space capacity will suffice.

Q8. In regard to Task 3, does the MPO have in mind any specific data that needs collecting?

A8. To the extent practicable, we anticipate essential data regarding the existing transportation system including transit routes, stops, ridership; roadways including classification, volume, bike/ped facilities, off-road multi-use trails, crash data; land use including existing uses/zoning, proposed developments, over-lay zones; economic including businesses, employment and basic socio-economic/demographics. We anticipate a discussion about the availability of existing data, and selection of the most appropriate data sets that will add value to this task and the reasonable level of effort to collect and synthesize said data.

Q9. What is the name of the route planning software referred to on page 15 (Task 4 – 2)?

A9: ReMix



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Q10. Can you give us a range of funding available for this study?

A10. Approximately \$150K has been allocated for Task 4 Transit Service Plan and given the unique and unprecedented aspect of the entirety of the scope we will be relying on proposer expertise to frame up what they believe will be appropriate costs. Given costs will not be a scoring criteria there will room for negotiation regarding total costs.

Q11. What is the expected time frame for this study?

A11. We anticipate an 18 month time frame, but that too may be discussed and negotiated.

Q12 Will all questions and responses be posted on the web site? When?

A12. These answers including others attaching will be submitted as Addendum #3 for posting to the website on Tuesday Jan. 7th, 2020.

All other pertinent information for RFP #20/09/P will remain the same.

RECEIPT ACKNOWLEDGE BY PROPONENT