

Addendum No. 1 – Responses to Proposer Questions

1. Does technical assistance extend to unincorporated areas of San Mateo County?

Yes, the C/CAG Countywide TDM Policy applies to the entire county, so technical assistance will include unincorporated areas, which the County of San Mateo Planning Department oversees.

2. What is the timeframe in which jurisdictions will need to adopt and adapt to the countywide TDM policy?

The C/CAG Countywide TDM Policy took effect January 1, 2022, and applies to all jurisdictions in San Mateo County. Jurisdictions are expected to already be enforcing it on development projects approved on or after that date. However, this project — which supports formally incorporating the policy into local codes, ordinances, and permit review processes — runs through March 31, 2028, with the option for two one-year extensions. Work with each jurisdiction will need to fit within that timeline.

3. Does Commute.org anticipate that legal questions or opinions regarding ordinance details and language will be handled by county and/or local staff?

The selected firm's role is to provide technical guidance and support jurisdictions in translating the TDM policy into local processes — not to serve as legal counsel. Any legal questions or opinions regarding ordinance language will be directed to, and handled by, county and/or jurisdiction legal staff, as appropriate.

4. Will technical assistance hours be divided equally between target jurisdictions?

Hour allocation will depend on each jurisdiction's need and interest in receiving assistance, as well as the total number of jurisdictions requesting support. Priority will be informed by the findings of the Phase 1 Gap Analysis.

5. Are there opportunities to convene sessions with the participating jurisdictions so they can navigate zoning and legislative changes together?

Yes, this may be considered depending on jurisdiction interest.

6. Will Commute.org facilitate introductions to jurisdiction contacts?

Commute.org will facilitate initial introductions to primary jurisdiction contacts. The selected firm will be responsible for ongoing coordination and communication with each jurisdiction thereafter.

7. Do you have a target budget for Phase 1 vs. Phase 2?

Commute.org does not have a target budget split between Phase 1 and Phase 2. The estimated total budget across both phases is \$200,000, not allocated by phase in advance. Proposers may recommend an appropriate budget allocation based on their proposed approach and scope.

8. Should we propose Phase 1 milestones for billing as part of our proposal? Can we assume monthly invoicing based on hours worked the previous month for Phase 1 billing?

Yes, monthly invoicing based on hours worked the previous month is acceptable for Phase 1 billing. Proposers should still identify key milestones or deliverables in their proposal to support progress invoicing in Phase 1.

9. Is Commute.org looking for a firm with a local presence, or would you also consider firms that can perform the work virtually?

While much of the work may be performed virtually, a local presence is required.

10. Can TDM-Certified Professional (TDM-CP) designation be accepted to meet the licensed professional requirement?

Yes, the TDM-Certified Professional (TDM-CP) designation may be accepted to meet the licensed professional requirement.

11. Does the email submission address have a size limit?

The email submission address has a 100 MB size limit. Proposals exceeding this limit may be submitted via the secure upload link:

<https://commuteorg.sharepoint.com/:f:/s/TDMMonitoring/IgCBGqZ0VvPiSa2N7w9C5TyJAUjsAgzFh-1fqkkoGPBVGOE>

12. Can a link to the proposal from a secure SharePoint site be provided in the email submission address?

Proposals must be submitted via email to tdmpolicy@commute.org or the SharePoint link listed above.

13. Can you please provide a copy of Commute.org's standard Professional Services Agreement?

Yes, the standard Professional Services Agreement is being finalized and will be provided upon request to tdmpolicy@commute.org.

14. Can rates be updated before each extension year?

Rates should remain firm for the initial contract term. For each optional one-year extension, proposers may submit an adjusted rate schedule for Commute.org's review and approval prior to the start of that extension year.

15. Can exceptions to the contracts be included with the proposal?

Yes, proposers may note any requested exceptions to the standard Professional Services Agreement as part of their proposal. Noted exceptions will be considered during evaluation and, if applicable, negotiated with the selected firm prior to contract execution.