Oregon Household Activity Survey RFP 2021-0001

Response to Questions Submitted

Posted Date: March 5, 2021

1. **Do any of the agencies (ODOT, MPOs) have any current/specific plans for procurement of passive data (Streetlight, Replica, other) that would be useful to know for survey scoping/planning?**

   Agency Response: Procurement and use of passive data will be explored through the scoping phase and is not currently part of a current/specific plan for ODOT or the MPOs.

2. **The overall Phase 3 timeline is clear; thank you. At this time, do the agencies have an established preference or plan for the specific period of data collection within Phase 3. For example, the 2009-2011 study collected data in the fall and spring periods on a rotating basis from Spring 2009 to Fall 2011. We observe that duration (in months) was longer than the anticipated entirety of Phase 3.**

   Agency Response: The Phase III timeframe includes but is not limited to time to prepare the survey for deployment, data collection, data analysis, weighting, finalizing and project wrap up. Data collection is anticipated to begin Fall 2022. This is a large project and participating agencies may require additional duration for the project in order to accommodate funding availability across multiple fiscal years. Actual timing of data collection will depend on available funding.

3. **Page 24 of the RFP states that the: "Consultant shall provide Agency partners with survey data in GIS format with x-y coordinates for home and work locations with names and addresses removed to retain the anonymity and protecting the privacy of survey participants." Can more detail be provided about this request? Is the intent to only provide the x-y coordinates for locations and remove text strings? Is the intent to provide an anonymized dataset with x-y coordinates aggregated up?**

   Agency Response: The intent is to protect respondents' personal information, which in this case includes specific elements of name and address. Each household and household member must have a unique identifier, but it cannot be a name. Locations must be identified using x-y coordinates, but no addresses for home location should be provided in the final deliverables.

4. **Are there restrictions or regulations regarding the ability to offer incentives to survey respondents?**

   Agency Response: We anticipate use of incentives for survey respondents. Regulations will require us to demonstrate incentives are necessary and reasonable. On the "necessary" side, a connection must be defined in how this travel survey supports MPO and/or statewide transportation planning purposes. On the “reasonable” side, factors to consider include a history of needing incentives to complete this type of survey and the overall budget. Incentives must be a small subset of the overall budget, typically this has been no more than 3-5% of the total project budget.

5. **Testing:**

    a. **Task 2.2 “Consultant may conduct one-on-one discussions with participating agencies, and the most appropriate sampling approaches must be tested, evaluated, and documented to inform a recommended approach to household recruitment.” Does testing imply expectation of a pilot test?**

    Agency Response: Sampling design should be based on field experience, recent research, and Consultant should demonstrate the recommended approach will meet the goals of the participating agencies involving aspects such as oversampling populations of interest. Yes, a pilot test of the survey instrument and process designed to collect the information is presumed as part of standard QA/QC practices. The pilot should be designed to confirm data collection will go as expected, identify problem, revise to eliminate problems and then prepare to implement the full survey.

    b. **Task 2.6 “Consultant shall present the results of the pilot testing to TSS….” Does this imply delivery of a pilot dataset in Phase 2? If available, can more information be provided about deliverable 2.6 as we note it does not explicitly state delivery of a pilot dataset?**

    Agency Response: A pilot test would likely cover a small sample – the results of this small test study should be presented in a manner demonstrating the survey instrument and data collection process and resulting deliverables perform as expected.

6. **Are any transit agencies or other organizations that are not MPOs anticipated to be OHAS partner agencies and/or informed stakeholders?**

    Agency Response: Yes

7. **Would the agency please release a PDF or Word version of ODOT form 2721, the Subcontractor Solicitation and Utilization Report? The link in the RFP appears to be broken.**

    Agency Response: The PDF is also available from the RFP webpage here: https://www.lcog.org/1127/OHAS-RFP

8. **Is 12-point font required for text in all graphics, including organizational charts and other images?**

Agency Response**:** No, but the graphics need to be legible for reviewers to understand the content.

9. **Are front and back covers and/or appendices considered part of the 15-page limit?**

   Agency Response: No

10. **Does the Agency anticipate that the reference questionnaires will correspond to the projects described in section 1, Understanding of Requested Services, of the Evaluation Criteria?**

    Agency Response: No

11. **For the required reference forms, the criteria states: "2 most recent, relevant projects that were completed through final deliverables in the last 5 years." May we ask for consideration of projects that have been active for 12 months or longer (or another similar criteria)? The definition of complete is not always clear for long-term retainer contracts and or multi-wave survey program contracts. (For example, final deliverables have been provided for one or more survey waves, with subsequent waves ongoing.) We want to ensure adherence to the desired criteria.**

    Agency Response: Yes. The purpose of this requirement is to demonstrate proposer experience with recent (and current) survey efforts demonstrating experience with the multiple aspects of large survey efforts such as this project.

12. **We observe a potential gap in the project timeline for the months of April and May 2022 (RFP page 4 of 33) between Phase 2 and Phase 3. Is it correct to assume that time period may be a buffer in the event Phase 1 and/or 2 is delayed (contractually, due to COVID, etc.)? We also want to try to ensure our pricing aligns.**

    Agency Response: Yes, that assumption is correct.

13. **There are no contingency tasks described in the RFP. If we foresee the need for additional tasks, may we add them in our response as contingency tasks?**

    Agency Response: Yes, or if we failed to fully specify the tasks you can provide recommendations on tasks.

14. **Are the DBE requirements as stated in the RFP for Phase 1 and 2 only or for all three phases? Or is this to be determined at a future date?**

    Agency Response: The DBE requirement is for all three phases to be completed under one contract.

15. **Under Evaluation Criteria 1, Understanding of Requested Services, does the Agency anticipate that the respondent will list *all* "projects and contract services performed within the last 5 years by type and location, most comparable to the requested Services" or a selected list of the *most* comparable?**

Agency Response: A selected list of the most comparable.

16. Is the Conflict of Interest Disclosure Form required for subconsultants?

Agency Response: No

17. May subconsultants provide reference questionnaires to clients for evaluation in addition to the two references provided by the prime proposer?

Agency Response: Yes