



Ecology Action

Responses to Questions - April 10, 2024

The following questions were received by Ecology Action in response to the Request for Proposals (RFP) for the Monterey Bay Electric Vehicle Climate Adaptation and Resiliency (Monterey Bay EV CAR) Framework, which was released on March 25th, 2024. The deadline for questions on the RFP was April 5th, 2024.

Questions and Responses

1. Where is Attachment 1?

Response: See .pdf attached.

2. Is a summary of the requirements between AMBAG and Eco Act available?

Response: For flow down provisions, refer to Attachment 1. Specifically, see #45.

3. I heard something to the effect that awards up to 10K may be needed to avoid some of the Federal requirements - is that explained anywhere?

Response: All subcontractors are mandated to comply with all applicable state and federal procurement and reporting requirements. The flow down provisions that subcontractors selected through this RFP will be subject to are detailed in the contract between AMBAG and Ecology Action contained in Attachment 1. Specifically, see #45.

4. I'm not clear if we should apply for 10K or less, or a higher amount - based on the answer to 3 –

Response: The decisions surrounding how to respond to this RFP are entirely up to each respondent. We encourage respondents to be creative in the preparation of their proposals. The parameters provided in the RFP are intended to serve as a guide and not restrict the ability of Community-Based Organizations (CBOs) to respond. Decisions could be made based on the capabilities of each individual CBO and whether the geographic focus area is limited to a single neighborhood or covers a larger geographic footprint.

5. What kind of billing rates are allowed/recommended?

Response: The proposed billing rates need to be justifiable based on direct, fringe, and indirect costs. Each respondent has the ability to determine and justify their billing rates as part of their response.

6. Is there an indirect rate minimum or maximum?

Response: See response to Question 5 above.

7. Is there a sample budget?

Response: No.

8. What are allowable expenses?

Response: All expenses have to be allowable under the Caltrans Sustainable Transportation Planning Grants 2023-2024 application guide (available [here](#)). Examples of eligible expenses include:

- Staff time
- Data and geospatial analysis
- Report writing and the development of associated graphics
- Community surveys, meetings, charrettes, and focus groups
- Bilingual services for interpreting and/or translation services for meetings
- Community/stakeholder advisory groups
- Project-specific staffing
- Web application development and dashboard
- Light snacks and refreshments for public workshops (no full meals), subject to Caltrans approval

9. Unallowable expenses?

Response: All expenses have to be allowable under the Caltrans Sustainable Transportation Planning Grants 2023-2024 application guide (available [here](#)). Examples of ineligible expenses include:

- Purchasing of office furniture or other capital expenditures
- Decorations (e.g., for public workshop events)
- Organizational membership fees
- Incentives for public participation, e.g., “Stuff We All Get” (SWAG), full meals, prizes, freebies, promotional/marketing items, stipends

10. To date we have worked in the Pajaro Valley, including both North Monterey County and South Santa Cruz County. Based on that the most logical place for us to apply would be Pajaro and Watsonville. However, the suggestion is for either neighborhood or whole County proposal - would Pajaro and Watsonville be considered two neighborhoods and only eligible for up to 7500 each? Again, this question may be determined by the requirements –

Response: If a respondent is looking to serve more than one neighborhood, the proposal budget should be aligned to the proposed geographic scope. It is at the discretion of the respondent to define the neighborhood scale and determine an appropriate budget to serve their proposed geographic focus area(s).

11. We are a fiscally sponsored group, as are other possible applicants. Is there any guidance for how we prepare the proposal based on that situation?

Response: It is up to each respondent to determine how to prepare their proposal.



12. It's a little hard to develop a budget without knowing the target numbers ie of surveys in each neighborhood. Is there anything developed with target goals per neighborhood? Per county?

Response: We encourage each respondent to be creative in their response, clearly state assumptions, and estimate the potential impact of an outreach effort. Specific outreach strategies, and the format of the survey will be finalized as part Task 1, Develop Outreach Strategy and Task 2, Co-Create Vulnerability and Barriers Community Survey.

13. In the 3 counties it seems like MO Co has the most areas, SC second, and SB just Hollister - so I'm guessing the 200K won't be split equally between all 3 - do you have any guidance around that?

Response: It is up to each respondent to determine which area they will serve. Ecology Action will work with selected respondents to avoid duplication of efforts and ensure communities across the Monterey Bay have the ability to participate in this effort.

14. Will someone support CBOs with building capacity as mentioned in the RFP?

Response: Ecology Action and AMBAG will work with selected respondents to ensure they can be successful in completing their scope of work.

15. Will CBOs be supported in developing outreach strategy?

Response: Developing the outreach strategy is part of scope of work for this RFP under Task 1. As stated in the RFP Ecology Action will work with selected respondents in developing a formal outreach strategy based on the community that the selected respondent serves.

16. The RFP asks people to contact you with questions by tomorrow. If I am just sending the RFP to them today or tomorrow, can they still contact you after the 5th?

Response: Questions on the RFP will not be answered after the deadline of April 5th, 2024.

17. How will the consultant selection process deal with two possible situations:

- i. **Two organizations offer to work in the same geographic area (e.g., Salinas). They may or may not be doing outreach to the same people.**
- ii. **No organizations apply to work in specific geographic areas**

Response:

- i. Ecology Action will work with selected respondents to avoid duplication of efforts. It is understood that responses may overlap geographically but serve two distinct populations. This would not be considered duplication.
- ii. Ecology Action will work to ensure communities across the Monterey Bay have the ability to participate in this effort.