



**CITY OF STAMFORD**  
**OFFICE OF ADMINISTRATION**  
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**ADDENDUM NO. 1**  
**(January 20, 2023)**

**Request for Proposals No. 893**  
**Traffic Engineering Consultant for Stamford Vision Zero Action Plan**

Addendum No. 1 is being issued to all potential respondents to provide the items and attachments set forth herein which shall act to qualify, clarify, or otherwise modify the RFP Documents previously issued regarding the above referenced project. These items, whether of omission, addition, substitution, or clarification, shall be incorporated into the proposals submitted by all bidders, and receipt of this document and its attachments should be acknowledged in the space provided on the RESPONDENT'S INFORMATION AND ACKNOWLEDGEMENT FORM. Failure to do so may subject the Bidder to disqualification.

Responses to inquiries received follows:

Question 1:

Are three references required for each proposed project team member or three references for the firm as a whole.

Answer 1:

The references are for the firm as a whole.

Question 2:

The RFP requests a project budget detailing total cost allocations—does the City of Stamford have a maximum budget in mind for this project?

Answer 2:

Please be advised that it is the longstanding policy and practice of the Purchasing Department not to disclose budgets for projects which are subject to competitive bidding or requests for proposals.

Question 3:

The RFP requests the consultant hold 20 public meetings. Can the City provide more details on how many of the public meetings would be fully open to the public versus targeted at specific stakeholders, such as neighborhood associations or Vision Zero Taskforce meetings? Specifically, can the City provide the following:

- How many of these meetings will be for the stakeholder advisory committee/neighborhood association?
- How many of these meetings will be citywide?

- How many of these meetings will be for the Vision Zero Task Force?
- How many tabling events will be held?
- Will these meetings be held virtually, in-person, or in a hybrid format?

Answer 3:

The intent is to have all meetings in person; we do not have a specific breakdown at this time. Based on past practice we have many diverse neighborhoods and stakeholders therefore it will be a mix of citywide and targeted groups. The applicant is encouraged to develop creative community engagement measures.

Question 4:

Regarding the project and policy recommendations, can the City clarify whether the expectations are for planning-level design concepts or an alternatives analysis?

Answer 4:

The City is seeking policy, programmatic, and administrative recommendations to achieve Vision Zero. We are not looking for specific design plans however recommendations to upgrade specific locations can be included in the final report.

Questions 5:

Should funding guidance include project cost estimates? What level of cost estimate detail is acceptable if so.

Answer 5:

Detailed itemized cost estimates are not required, however recommendations should include high level implementation cost estimates.

Question 6:

For the detailed crash data analysis, does the City support the use of additional data sources beyond what is listed, and additional analysis as necessary, to more comprehensively identify neighborhoods of concern?

Answer 6:

Yes.

Question 7:

The RFP requests printed copies of the final report. Is the consultant responsible for the cost of printing? Does the final report need to be translated and/or fully ADA accessible, as required for the public engagement materials?

Answer 7:

Yes. Hard copies do not need to be translated however digital copies should be translated and fully ADA accessible.

Question 8:

The Purchasing Department requests that proposers clearly identify our fee proposal sheets—should our fee proposal be uploaded as a separate file from the rest of our proposal?

Answer 8:

Include it with your proposal.

Question 9:

References for personnel may not always be available by phone—is it acceptable to convey their preferred method of communication in the proposal in addition to providing a phone number?

Answer 9:

Yes.

All other terms and conditions of **RFP No. 893** remain the same.

Erik J. Larson

Purchasing Agent

Cc: Frank Petise, Transportation Bureau Chief  
Purchasing Department File