

**Washington State Joint Transportation Committee  
Assessment of Rail Safety Governance in Washington State  
Responses to RFP questions  
May 1, 2020**

**Question 1:** Does the JTC anticipate any changes to the scope, schedule, or budget of this work based on effects of the COVID-19 pandemic and any related stay-at-home orders?

**Response:** At this time, we do not anticipate any changes to the scope, schedule or budget for this project.

**Question 2:** What will the role of the JTC project manager be?

**Response:** The JTC project manager is the staff person who serves as the primary point of contact between the consultant and the JTC. All JTC staff are non-partisan staff employed by the Washington State Legislature. The project manager's role is to ensure that the contract is fulfilled on-time, within budget, and high-quality deliverables are produced. It is primarily an oversight role but the JTC project manager strives to develop and maintain a collaborative relationship with the consultant team.

**Question 3:** Section III, Task 3 lists agencies and other stakeholders to be consulted. Approximately how many total interviewees does the JTC anticipate overall? Or, can the JTC give an approximation of how many per agency/stakeholder? (page 3)

**Response:** It will be up to the consultant to determine how best to engage with the agencies and stakeholders listed. For most, we anticipate that a single meeting and/or interview could suffice with additional follow-up only as necessary. We believe that the current list is close to the final number of agencies/groups that would need to be consulted.

**Question 4:** Section III, Task 2 describes a review of rail safety governance in other states in order to identify best practices. Does the JTC already have certain states that they know they want reviewed? If so, which states are those? (page 3)

**Response:** The JTC does not have a list of states that we want the consultant to review. It will be up to the consultant to determine that list.

**Question 5:** Section VI: Can the JTC direct bidders toward the state insurance requirements that they refer to on page 6?

**Response:** See the Industrial Insurance (Workers Compensation Insurance) requirements in Exhibit A (page 13). More information is available [here](#) and [here](#).

**Question 6:** Section XI. C. mentions a ten-page limitation on the Technical Approach portion of the proposal. Is there any limitation on the overall proposal length? (page 9)

**Response:** There is no page limit on the overall proposal.

**Question 7:** Section XI. C. Can bidders submit the previous examples of similar work as a link where the pdf files can be downloaded, in place of a flash drive? (page 10)

**Response:** Yes, please submit examples of work as an email attachment or link along with your proposal.