

Emeryville Transportation Management Association – RFP for Executive Director Services

Questions & Answers Matrix

Date	SOW Reference	Question	Response
12/7/22	Association Administration	What (approximate) percentage of ETMA revenue is derived from grant sources?	The City of Emeryville receives approximately \$500k annually from the ACTC through their sales tax measure. These funds are paid to the City and are not directly received by the ETMA. The ETMA provides periodic reporting of ridership and level of service to the City for their annual reports to ACTC. This revenue is used to cover the City of Emeryville’s portion of their financial responsibility to the ETMA. The ETMA revenue is not dependent on the ACTC revenue.
12/7/22	Association Administration	What is entailed in the SOW “Process annual renewal of City of Emeryville Business License for non-profit businesses?	The ETMA must prepare the non-profit business license renewal application for non-profits and must issue payment for the business license. The effort is less than 1 hour annually.
12/7/22	Association Administration	How many BOD members currently serve? How many BOD members would be ideal to serve? What is the average tenure of the BOD members?	The ETMA currently has 7 Board members. There are a total of 11 Board positions, which the ETMA would like to have filled. The average Tenure of current Board members is approximately 10 years.
12/7/22	Association Administration	Task number 10, under the Board of Directors Support, states to “Maintain a filing system for TMA documents”. What type of filing system is now being used?	The ETMA currently maintains an electronic filing system, primarily. Hard copy invoice files have been maintained by the ETMA bookkeeper, although a new electronic filing system has been established recently and will be maintained electronically going forward. Historical hard copy invoice files and other administrative hard copy files will need to be transitioned to the new Executive Director.

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12/7/22	Association Administration	What does “oversee and monitor” the PBID assessment levy process entail?	This effort involves preparation of a preliminary budget annually to determine any increases in the PBID levy and a recommendation to City Council for the annual PBID Levy increase. Attendance at two City Council meetings annually for preliminary and annual budget review. Review of the annual assessment roll. The City Finance Director is responsible for coordination with the assessor’s office. Coordination with the City Finance Director to review the PBID fund balance and to identify any delinquent assessments annually.
12/7/22	Operations & Fleet Maintenance Oversight	When does the MV Transportation operations contract expire?	Anticipated December 31, 2023.
12/7/22	Operations & Fleet Maintenance Oversight	What is the age and condition of the current bus fleet?	See fleet list attached.
12/7/22	Operations & Fleet Maintenance Oversight	Does the current ED/staff provide on-board surveys and on-board shuttle monitoring	Rider surveys have been conducted in the past, but not regularly. Frequency of future surveys can be determined by the incoming ED and the Board of Directors. This can be negotiated as new task in the future.
12/7/22	Planning & Projects	ED will be responsible for developing a new 5 Year Business Plan. When was the last time this has been done?	The last work plan was completed in October 2011.
12/7/22	Marketing & Public Outreach	How much activity has been done in promoting the benefits and successes of the Emory Go-Round service to the residents and employers paying into the PBID.	The ETMA provides an annual report to all members in the Spring. This has been the only form of membership outreach, in addition to the periodic rider surveys.
12/7/22	Marketing & Public Outreach	Does the ETMA have a current list of employers and their respective TDM Coordinators.	The only contact information is from the PBID Assessment data for property

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			owners. All commercial and residential properties are assessed by the PBID. The ETMA does not have a list of employers or their TDM coordinators.
12/7/22	N/A	Would you allow multiple firms to bid as a team, in the arrangement of a prime consultants and one or more subconsultants?	Yes, provided one firm is the prime consultant. The designated Executive Director must be employed by the prime consultant.
12/7/22	Planning & Projects	If you would not allow multiple firms to bid as a team, would you recommend that a firm bid on only a part of the scope that is their specialty, such as Task C only.	ETMA would prefer a teaming arrangement as opposed to separate bids for a specific task.
12/7/22	Planning & Projects	If you are only accepting responses for the entire scope from a single firm, would you allow the successful firm to subcontract some services such as Task C at a later date, to augment their offerings?	ETMA would prefer a teaming arrangement. Future planning services may be procured directly by ETMA in the future.
12/14/12	N/A	Is there suitable office space for the ED and support staff (1-2 other individuals) near the bus yard or part of the current work facility?	The ETMA has one office in the operations facility that can be used.
12/14/12	Page 2 – 4 th Bullet	Related to the fourth bullet point (Contract out property management services to its new bus yard), how much time is spent on this task as it is now? When would the EMTA like to be able to contract the property management services?	8-10 hours per month, on average. While this is not a high priority task, ideally the TMA would like this contract in place by fall 2023.
12/14/12	Page 2 – 5 th Bullet	Related to the fifth bullet-point (Increase membership participation), what would this look like and how much approximate time would it take?	The objective is to engage members about the ETMA and encourage member participation on the Board of Directors. Level of effort has not been determined.