WAMPO Household Travel Survey Request for Proposals Q&A

**Question 1:** Will WAMPO ensure the participant list is available with the Q&A?  
**Answer 1:** The following consulting firms had staff present at the pre-proposal conference meeting: JEO, WSP, ETC, RSG, Westat, Streetlight, and Henne Group.

**Question 2:** Has the Project Manager been identified?  
**Answer 2:** Yes. The Project Managers are Nick Flanders and Peter Mohr, who will serve as Co-Project Managers.

**Question 3:** Are there known data gaps from the 2011 survey that you hope this effort will address?  
**Answer 3:** No specific data gaps were identified in the last WAMPO regional household survey. This project is intended to be a routine, but comprehensive update to the 2011 survey.

**Question 4:** Will the public-facing website be hosted by WAMPO or the selected consultant?  
**Answer 4:** The hosting arrangement will be discussed and finalized during the project.

**Question 5:** Do you have a preferred method for data collection (e.g., web survey, telephone, focus groups, paper)?  
**Answer 5:** No prescribed method has been outlined. During the project, the chosen consultant and WAMPO staff will work together to identify the most appropriate and effective survey approach that also leverages advances in technology since 2011.

**Question 6:** Has the HTS Steering Committee already been identified, and if so, can you share its makeup?  
**Answer 6:** The Steering Committee roster has not been finalized. It likely will include members of WAMPO’s Transportation Advisory Committee (TAC) and representatives from municipalities and other jurisdictions across the region.

**Question 7:** Are incentives for (survey) participants included in the $1.5 million budget, or should they be detailed separately?  
**Answer 7:** Reimbursement eligibility for incentives has yet to be confirmed by KDOT. If allowed, incentives would be funded from the $1.5 million budget.

**Question 8:** Would it be helpful to have the survey available in different languages, or is English preferred?  
**Answer 8:** The survey should be available in languages identified in WAMPO’s Limited English Proficiency (LEP) Plan. Currently, those languages are English, Spanish, and Vietnamese.

**Question 9:** What about Arabic? (For surveys)  
**Answer 9:** Arabic is not currently one of the identified languages in our LEP Plan.

**Question 10:** Are there existing partnerships with community organizations that could be leveraged for recruitment?  
**Answer 10:** Not specifically identified at this time, but our MPO structure, which includes mayors, commissioners, and representatives from local jurisdictions, provides a strong basis for outreach and development of relevant partnerships. The Steering Committee to be developed for this project will also serve as a valuable resource for outreach.

**Question 11:** Are respondents expected to record trips over one day, multiple days, or does that depend on household type?  
**Answer 11:** This will be determined during the project. Consultants may propose the number of days, along with any other parameters they believe will best support effective data collection and meaningful study results.

**Question 12:** Since the project will span multiple calendar years, does WAMPO have a preferred method for handling personnel rate increases (such as annual merit increases) that they would like detailed in submitted proposals? Should different rates be listed for each calendar year for each staff category or use a single blended rate for the entire project duration?  
**Answer 12:** There is no prescribed method for accounting for merit-based hourly rate increases; however, using a single “blended” or average rate over the course of a multi-year project is not recommended. In the past, such adjustments have been handled during the project. This was accomplished through either a supplemental contract to increase the total project cost to reflect higher labor costs, or by noting the labor rate changes in project progress reports when they do not change the overall project cost.

**Question 13:** If a proposal’s budget items are not initially detailed in a way that best ensures successful reimbursement by WAMPO’s state and federal partners, can it still be considered?  
**Answer 13:** The proposal can still be considered; however, if such a proposal is selected, the costs will need to be reviewed by state partners and may need to be clarified and appropriately categorized prior to final contract execution.

**Question 14:** What has been your response rate for this survey in the past?  
**Answer 14:** For WAMPO’s last Household Travel Survey, in 2011, 4,000 randomly selected households were randomly recruited to participate. The target was 3,000 complete responses. The participation rate was 84.4%, with 3,376 households completing the survey.

**Question 15:** Can you please share past response rate percentages by survey format (telephone, mail, online, etc.)?  
**Answer 15:** The 2011 WAMPO’s Household Travel Survey was a 24-hour travel-diary survey recording trips by all household members aged five or older, with responses returned via U.S. mail (the new Household Travel survey may use (a) different format(s)). The participation rate was 84.4%.

**Question 16:** What response rate do you consider a success for the Household Travel Survey?  
**Answer 16:** Success, in the context of a household travel survey, is obtaining a representative sample of people’s travel patterns across a specified geographic area. The RFP calls for “at least 2,000 households from throughout the WAMPO TDM region or a number of household deemed large enough to produce statistically significant results, whichever is greater,” as opposed to a specific response rate. Ideally, the sampling plan developed as part of the project will include target/estimated response rates and outline methods to achieve the desired numbers of completed survey responses, including for subsets of the regional population that are likely to have significantly different travel behavior from one another.

**Question 17:** Is 12% Disadvantaged Business Enterprise (DBE) participation required or only preferred?  
**Answer 17:** From RFP Attachment #1, Kansas Department of Transportation (KDOT) Required Contract Provision 07-18-80-R26, Federal Aid Contracts Utilization of Disadvantaged Businesses (page 18 of RFP): “It is the bidder's responsibility to meet the DBE contract goals or to provide information to enable KDOT to determine that, prior to bidding, the bidder made good faith efforts to meet such goals.” RFP Attachment #2, KDOT Required Contract Provision 07-19-80-R12 (MPO), DBE Contract Goal (page 24 of RFP) provides instructions for documenting DBE participation or a “good faith effort.”

**Question 18:** Does the required PO Box need to be local / located in Wichita?

**Answer 18:** A local mailing address is preferred. If a non-local PO Box/address is proposed, then justification should be provided.