

# RFP general questions and responses

## Question 1

**Can you clarify what you are looking for “Past Projects Review (25 points)”?**

The “Past Projects Review (25 points)” considers the five (5) previous work products that you are required to submit for this RFP. The selection committee will evaluate the quality of the firm’s previous work and consulting experience with MPOs/TPOs in transit planning services.

## Question 2

**Do our sub consultants need to sign the required forms, or are they just needed from the prime?**

The forms listed in Page 4 of the RFP are only required to be signed by the prime firm (the firm that’s submitting the bid). However, it is the contracted firm’s responsibility to make sure that the sub-consultants are also qualified to conduct professional work.

## Question 3

**Per Section 3, Information, Item #3 on page 4 of the RFP, please define previous “work products” in this field. For example, does the selection committee mean previous experience or do they want to see actual "products" like plans, reports, etc.?**

**If they want to see actual "products", do they want hard copies or e-copies included on the CD? If hard copies, is there a page limit?**

a. The previous work products refer to any consultant projects the firm previously worked on. This can include transit studies, transit operational analysis reports, visioning/design plans, major grant applications, or any other documents that demonstrate the firm’s professional experience in transit consulting. The committee will score the work products based on the work quality. The firm’s previous experience in working with TPO/MPOs will also be considered, and you can demonstrate this experience by including one or more consulting work the firm has completed for other TPO/MPOs.

b. You can include the 5 previous work products in either hard copies or e-copies on a CD in the proposal submission.

c. There is no page limit but It would be a good idea to include a short project summary before each of the previous work that details the firm's responsibilities and accomplishments.

#### **Question 4**

**Do all work products have to be completed prior to the submission date or will ongoing work be accepted?**

Completed work is preferred, but you may also use current work if the on-going projects are deemed necessary to demonstrate your firm's experience and work quality for the RFP.

#### **Question 5**

**What is the anticipated fee for this contract?**

The TPO does not have a specific amount of budget because the nature of general consulting is to provide continuous services depending on the number of tasks the TPO issues. In addition, the contract fee is determined by the Unified Planning Work Program (UPWP) that the TPO is currently updating, so the fee cannot be anticipated for the RFP at this point. However, the amount set aside for the GPC should be sufficient for the planning tasks during the period of the contact.