

REGIONAL TRAILS CORRIDOR ASSESSMENT (RTCA) - Questions on RFP

- Can you tell me the budget for consultant services for the above-referenced project?
To clarify the budget question, the TPO has approximately \$95,500 for the RTCA which includes consultant and staff time. The typical allocation 90/10 consultant/staff.
- Are the certifications/statements listed in Section 3.6. (on page 6) required only for the submitting prime, or do subconsultants also need to complete these?
Only for prime.
- On the “Certificate of Eligibility” form, the first blank line, does the firm name or an individual’s name go here?
The firm’s name.
- On the “E-VERIFY” form, what information should we enter in these fields:
Contract No: AQG 75
Financial Project No(s): 4217252
Project Description: Corridor Improvement Program/Countywide Feasibility Study
- What is the anticipated budget for this project?
We have funding available under an existing LAP agreement for several projects. Funds in the existing budget for task 3.04 (FY 2012/13 and FY 2013/14) UPWP is intended to be used on the RTCA project.
- What is the DBE participation requirement or goal for this project?
For all federally funded projects that are received from the FDOT, the Local Agency agrees to adopt the MBE/DBE Program and MBE/DBE goal that has been established by the FDOT. The Anticipated MBE/DBE Participation Statement and the Bid Opportunity List will be completed and forwarded to the FDOT for each contract that includes federal funds.
Compliance Documentation required for the project as per FDOT: (Ref: 49 CFR 26.51, and 337.139, Florida Statutes)
The Local Agency shall comply with FDOT’s DBE Program Plan unless the Local Agency has a DBE Program Plan approved by the USDOT. FDOT currently has a race neutral program with an 8.60% goal Review contract for inclusion of DBE language. A DBE preference is not permitted. Use DBEs certified under the Florida Unified Certification Program Directory:
<http://www.bipincwebapps.com/biznet/florida/>
- Also, Exhibits B, C and D appear to be missing from the document posted?
Exhibit A is included in the RFP as the Proposed Scope of Services for reference. Exhibits B, C and D will be part of the final contract and will be developed as part of the final agreement process.
- Has the selection committee been identified yet? If so, who will be on the committee?
The Selection Committee is Lois Bollenback (TPO), Stephan Harris (TPO), Jean Parlow (TPO), Jim Smith (TCC) and Deborah Tyrone (FDOT) Advisory

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- Assuming all things go as planned for negotiations, when would you expect to issue the NTP?
After the Board gives direction and approval to enter into negotiations staff will start right away to work through the contact agreement. Then upon determination from FDOT that the draft contract contains all items required by Federal regulation and sends the TPO approval to proceed will the TPO then issue the Notice to Proceed (NTP).
- Task 2.3 Meetings – The TCC, CAC and BPAC meetings are on a regular MPO schedule and will occur at different points in our scope. Should we assume that special meetings of these committees will be held? What information/input does the TPO intend that we share and receive at these meetings? (We assume we will meet with them for project updates, the content dependent upon where we are in the execution of our scope of work).
The Consultant(s) will be required to attend and present to the TPO Board and committees during their regularly scheduled meetings in either August 2014 or September 2014. Typical presentations will consist of project status updates and obtaining feedback from stakeholders regarding project deliverables.
- In the RFP Introduction it references the Transportation Alternatives Program Guidance and notes that the procedures therein should be followed while undertaking the Scope of Services. Figure 1 in the guidance notes that a priority list must be submitted to FDOT by September – is it expected that prioritization of projects should occur during the course of the project?
The Transportation Alternatives Program Flow Chart (Figure 1) in the FDOT Transportation Alternatives Program Guidance dated 2/6/2014 refers to the River to Sea TPO's Priority Project Process Schedule, which is independent of the process and schedule associated with the Regional Trails Corridor Assessment. Prioritization of projects is NOT an activity of the Regional Trails Corridor Assessment, but will take place concurrently as an activity of the River to Sea TPO's annual Priority Project Process.
- I had a question on the proposal format for the Regional Trails Corridor Assessment. The scoring criteria on Page 7 provides the scoring breakdown of the points. On pages 5-6, however, the format for the proposal does not really allow for discussion of the scoring criteria (i.e. project approach, innovative concepts, understanding of requested services). The proposal format would provide information on our relevant experience, but does not have a section(s) for our proposed project understanding and approach to this RFP. Can the TPO provide greater specificity of the RTCA Proposal format so we may address the scoring criteria more directly?
The respondent should address the criteria when they "list and describe up to three (3) examples of projects completed within the last three (3) years for which the respondent has provided the same or similar services to those being requested in the scope of services." This approach means the respondent address the criterion within the context of actual work that their consulting firm has completed.