

Responses to questions regarding the RFQs for Traffic Operations/ITS/Safety Project Feasibility Studies and Bicycle and Pedestrian Project Feasibility Studies

Question #1

Does a firm need to register as a Plan Holder to receive the Addendums or will they only be posted on the web site?

Addendums and corrections to the RFQ and responses to your questions will only be posted on our website.

Question #2

Regarding the RFQ for Bicycle and Pedestrian Project Feasibility Studies, page 1 (bottom) lists a deadline to submit responses as August 2, 2013; but page 2 is August 9th by 5 PM. Please confirm that August 9th is the deadline.

August 9th, 5:00 PM is the deadline for responding to the "Bicycle and Pedestrian Project Studies RFQ" and the "Traffic Operations/ITS/Safety Project Feasibility Studies RFQ". The RFQ has been corrected and reposted to our website.

Question #3

Regarding the RFQ for Bicycle and Pedestrian Project Feasibility Studies, page 4 under Selection Committee Review and Short-listing has a selection committee review meeting date of August 7th. Will this date be August 15th as listed on page 2?

August 15th is the date on which the Selection Committee is scheduled to meet to approve a shortlist. The RFQ has been corrected and reposted to the Volusia TPO website.

Question #4

Regarding the RFQ for Bicycle and Pedestrian Project Feasibility Studies, there are two references to a deadline for submitting questions. Is it July 15th or July 30th?

Ref 1: *Deadline to submit any questions about the Scope of Services in an e-mail to Lois Bollenback at lbollenback@volusiatpo.org. Ms. Bollenback will research questions and post responses on www.volusiatpo.org by July 30, 2013.*

Ref 2: *Questions concerning any portion of this RFQ shall be directed in writing (electronic mail and facsimile transmission is acceptable) to the below named individual who shall be the official point of contact for this RFQ. Questions must be received no later than 5:00 p.m. on July 15, 2013.*

The deadline for submitting questions to the VTPO pertaining to the RFQ is July 23rd, 5:00 PM. Responses will be posted by July 30th. The RFQ has been corrected and reposted to the VTPO website.

Question #5

The RFQ mentions "If sub consultants will be utilized, the above information is required for each firm". Does that mean we have to provide three (3) previous work products and four (4) references for each

sub consultant or do we provide three (3) previous work products and four (4) references for our Team?

Information required for each sub-consultant as well as the prime consultant includes 3 previous work products and 4 professional references. These work products and references may be provided in an addendum, and will not be counted in the 8 page limit for responses to the RFQ.

A. GENERAL INFORMATION

Respondents must provide the following information:

- 1. The firm's name, address, phone number and e-mail address and indication as to whether the prime firm and/or sub-consultants are disadvantaged business enterprises (DBE) and/or minority business enterprises (MBE).*
- 2. Names and qualifications of the project manager and key staff members/consultants/subcontractors who would be involved in the project.*
- 3. Provide three (3) previous work products in this field.*
- 4. Provide four (4) professional references.*
- 5. Primary contact person(s), phone number, and e-mail address*

If sub-consultants will be utilized, the above information is required for each firm.

Question #6

Should the proposal be addressed/delivered to your attention?

For the "Traffic Operations/ITS/Safety Project Feasibility Studies RFQ", please address responses to the attention of Robert Keeth.

For the "Bicycle and Pedestrian Project Studies RFQ", address responses to the attention of Stephan Harris.

Question #7

Section 4: Response Form, Page 7, third paragraph. The instructions include the statement that response "should" not exceed 8 pages. Is there a specific limit of 8 pages or is this a recommendation?

Eight pages should be sufficient to present your firms qualifications; however, you will not be penalized for exceeding that number.

Question #8

Does the limit on the number of page mean 8 pages front or 8 pages front and back?

Eight pages means 8 sheets with single-sided printing or 4 sheets with double-sided printing.

Question #9

Does the font size of 11 and margin of 0.5 inch apply to resumes and forms also?

The formatting prescriptions (font size and margins) pertain to the 8 page response. We do not expect you to reformat resumes, forms and other documents that will be included as addendums to the 8 page response.

[The following questions and responses were posted on July 24, 2013]

Question #10

Does the “one (1) original, four (4) hard copies” mean that there will be a total of 5 copies (one original unbound and four bound copies) required for the submittal?

Please submit one “original”, unbound document and four hard “copies” for a total of 5. This requirement has roots back to time when “copies” referred to photocopies, and the quality of a photocopy was not so good. Today, most documents are printed directly from digital files. The last document printed is exactly the same as the first. If there is a difference in quality among your “copies”, make sure the “original” is the best quality copy. It must be signed by an official authorized to legally bind the respondent to its provisions and shall contain a statement that the information contained in the Letter of Interest and Statement of Qualifications is true and correct to the best of his/her knowledge and belief.

Question #11

Does this eight (8) page maximum include a cover and cover letter page(s)?

See responses to Questions #5, #7 and #8.

Question #12

Should three (3) references be included for the prime consultant and three (3) additional references for each additional sub-consultant?

See responses to Question #5.