

## Addendum for RFP for Downtown Transportation Study (December 19, 2017)

- a. Please provide a copy of meeting attendees. **Ans: Provided below.**
- b. Please clarify the difference between Section 3. Project Understanding and Approach, and Section 8. Methods and Procedures? Besides schedule being included in the latter. **Ans: Section 240.8 is duplicative and can be deleted.**
- c. Does the page limit include covers, cover letter, Table of contents, dividers, forms, affidavit, etc? **Ans: The page limit does not include covers, cover letter, table of contents, dividers, forms, the affidavit or the team's abbreviated resumes (Section 240.5), which can be included in an appendix if desired.**
- d. In section 4: Qualifications, References, and Licenses, what does the City mean by "a list of the candidate's current licenses that are pertinent to this project"? This is asked for during the discussion of similar projects and references. **Ans: Section 4 should read as follows "...and include references and how to contact them**
- e. Does the Statement of Insurance required under Section 11, count against the page limit? Do you require other financial or bond information? **Ans: No and No!.**
- f. Do we need to include just an insurance statement, or actual certificates of insurances with our proposal submittal? **Ans: The proposal should include an insurance statement only, however, once a firm is selected, they may be required by the city to provide actual certificates of insurance.**
- g. For Section 10, will a statement that the prime firm is prequalified for all codes suffice?. **Ans: Yes.**
- h. Do the RS-2 forms, non-collusion affidavit form(s), cover letter, table of contents, dividers, and/or a front and back cover count towards the page limit? **Ans: The page limit does not include covers, cover letter, table of contents, dividers, forms, the affidavit or the team's abbreviated resumes (Section 240.5), which can be included in an appendix if desired.**
- i. Does the proposal need to be doubled spaced? **Ans: The proposal does not need to be double-spaced, however, the font should be sufficient for readability.**
- j. For the contents of the proposal, do we need to include the cover letter and then all sections 1 through 15? **Ans: The format of the proposal is up to the submitter, as long as all sections are covered.**
- k. Is only the prime firm required to fill out the non-collusion affidavit? Or, do sub consultants need to fill out the non-collusion affidavit as well? **Ans: Only the prime firm needs to fill out the non-collusion affidavit, as their representative is the authorized agent for both signing the non-collusion affidavit and submitting the proposal.**
- l. On page 18 Section 2. Legal Status of the Candidate and Signers – Do we need to fill out this information for the prime consultant only? Or, do we need to provide this information for the sub consultants as well? **Ans: This information needs to be provided for the subs as well.**
- m. On page 22 it states to write the following prominently on the outside of the *envelope*: **Durham Downtown Transportation Study RFP #17-MPO2**. But it also states that the outside of the *package* must indicate "**Durham Downtown Transportation Study**" and the name of the Proposer. Do we need a sealed envelope with one specific title and ALSO a package with another specific title? The title/labels are different. **Ans: The term envelope/package is used interchangeably here. Please write *Durham Downtown Transportation Study RFP #17-MPO2* and the name of the Proposer on the outside of your submittal so that it will be directed to the appropriate person.**

- n. On page 22 it requests 2 electronic copies in the form of a pdf. Do you want 2 electronic copies saved on 1 CD/DVD or USB Flash Drive? **Ans: No. 1 electronic copy in one media (CD/DVD or USB flash Drive (2 CDS/DVDs or 2 Flash Drives.**
- o. Will Exhibit A, Sample Contract be provided? **Ans: Yes. Included as part of this addendum (Addendum 1).**
- p. Should resumes referenced to be included in Section 5, be provided in a different section at the end called Appendix per 240 of the RFQ . **Ans: Format is up to the submitter.**
- q. Does the non-collusion statement count as part of the 25 pages? **Ans: No.**
- r. The Project Understanding and Proposed Approach and Project Team, Location and Work sections both require tables of hours for each task, Do we need to supply the same information in both places. **Ans: Provide in place (section).**
- s. Will there be a representative from NCDOT on the selection committee? **Ans: Yes.**
- t. On page one, the Bid No. should read **“Bid No. 17-MPO2.”**
- u. The RFP states to refer to the contract in Exhibit A regarding any objections a firm may have, however we didn’t see an Exhibit A attached/included with the RFP. Will you please provide Exhibit A for review? **Ans: Exhibit A, Model – Services Contract (RFP Exhibit A),is provided as part of this addendum**
- v. Please note the following changes in the Project schedule, **Section 120.**
- w. Is there a certain number of reference you would like to see from the Prime and subs? **Ans: Three (3) each.**
- x. Do you want list of Licenses ? **Ans : Yes**
- y. Are cost proposals required to comply with federal acquisition regulation? **Ans: Cost proposals are not required. Coat will negotiated with selected firm.**
- z. Do rates need to be based on raw pay rate times overhead? **Ans: see response to Z above**
- aa. Can profit be applied to rate inclusive of overhead? **Ans: Cost proposals are not required.**
- bb. Does map replace the study area? **Ans: Yes**
- cc. Does each section of the proposal need to start on a new page? **Ans: No**
- dd. Are two alternative tasks expected to be in the proposal? **Ans : Desirable**

#### November 28, 2017 Preproposal Meeting List of Attendees

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