City of Durham/DCHC-MPO On-Call Services RFQ –ADDENDUM 2 Questions and Answers

Proposal Due Date extended to December 27, 2018

1. Page 8 in the outline of how to address our packages, the RFQ number says—*RFQ Number: Trans-PW-2015-16 : -006*. Assuming we correct that to *RFQ Trans-DCHC MPO PW:2018-19: 007*?

    i. ***RFQ Trans-DCHC MPO PW:2018-19: 007 is correct***

2. Page 16 – only time I saw this mentioned. To clarify, you're asking us to submit signed RS-2 forms for all firms on our team along with our proposal, as part of the package?
    a. *The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the NCDOT's Prime Form RS 2 and/or Subconsultant Form RS 2.*

        i. ***Disregard. This not applicable to the on-call solicitation but will be required when there is an actual work.***

3. • Page 20 – What does this mean: ?
    a. *A valid Federal Tax ID must be submitted to the issuing office with the proposal or within five (5) days of the City's request.*

        i. ***Disregard. This could be required if and when a consultant is select and is awarded a project***

4. Page 28 – Does this mean 20 physical pages that can have text on both sides (40 actual pages total) or 10 physical pages with text on both sides? And are 11x17 pages prohibited or do they just count as two pages?
    a. *The Request for of Qualifications (RFQ) submission may not exceed twenty (20) double-sided standard sized (81/2" by 11") pages…*

        i. ***20 physical pages –double-sided total 40 pages.***

5. Page 42 – Section 8 Attachments, do we need to include Attachments A-1, A-2 and A-3, as well as D-1, D-2 for each of our subconsultants as well, or just for us, the prime?

    i. ***Attachments A-1 and A-2 are required, but Attachment A-3 is option unless a firm plans to perform development review services for Durham as part of this on-call. Attachment D-2 is only required if you are interested in proposing for Data Collection On-Call***.

6. Also, is there a need to include a copy of Attachments B & C or just acknowledge them in the body of the proposal?

   i. Acknowledging in the body of the proposal will suffice

7. Page 44 – What would make Attachment A-3 “optional”?
   a. Attachment A-3
   b. Optional Conflict of Interest Affidavit for Development Review and TIA

      1. ***See previous response***

8. General question: Considering that the City has a separate on-call for storm water engineering services, please confirm that storm water engineering services are also included in this on-call.

   1. ***Yes . for MPO member agencies and for project that have a storm water related sub task***.

9. Can you please confirm if we are required to submit NCDOT RS-2 forms for the prime firm as well as any sub-consultants we have on our team?

   1. ***Not required***

10. If so, should we include the applicable NCDOT work codes that match with the core services identified in the RFQ or just list the general service (as an example, we would list categorical exclusion or the NCDOT work code for categorical exclusion which is 32)?

11. Page 28, Section 5.2 provides a Proposal Format. Page 37, Section 6, has different requirements for the proposal organization and format. Please confirm that we should follow the Proposal Format outlined in Section 5.2.

    Follow the Proposal Format outlined in Section 5.2. Disregard the boiler plate format in Section Six (page 37)

    Disregard Section 5.23 D. and Section 5.26 (page 31)

12. Please verify where in the proposal executed forms should be placed.

    1. ***We don’t prescribe***

13. Page 28, Section 5.2 Project Format. Is it possible for the Organization Chart to be shown on an 11”x17” page rather than an 8.5”x11”

1. ***Either one will suffice***

14. Page 9, Section 1.02, under the Professional and Transportation/Engineering Services Core Services, could you please elaborate on what is meant by “Taxi Cab and Passenger for hire” services under the first bullet?

    i. ***Assistance Taxicab oversight and regulations Passenger for hire vehicles are limo type cabs***

15. Page 49 and 51, Attachment D-1 and D-2, Check Lists. When completing this form for No. of Staff Available to Perform Services, should the personnel be totaled between the prime firm and subconsultants, or should a separate form be submitted for the prime firm and each subconsultant?

    i. ***A separate form should be submitted for the Prime and each sub***.

16. Page 4 – Item #17. Is it anticipated that the supplemental assistance provided to the MPO and departmental staff will be a project management role or more of a full-time on-call position to fill a gap until staffing can be completed?

    i. ***It could be either one!***

17. As this is an on-call contract it isn’t possible to provide an estimated fee schedule. In the evaluation criteria on page 39, Section 7.02 (c) – it is mentioned that a fee schedule (cost estimate) shall be provided. Does the provision of hourly rate chart, direct salary costs, indirect costs, and fixed fee satisfy this requirement, as noted in section 5.26?

    i. ***Disregard fee schedule requirement. No longer required***

18. *Please provide details regarding requirements for Attachments D-1 and D-2 (e.g. No. of staff available to perform services, Rate, Unit).*

    1. ***???***

19. *The RFP states that project examples must have been completed within the past 3 or 5 years. Please verify time limits for project examples.*

    i. ***Within 5 years***