
INTERSTATE 10/INTERSTATE 17 CORRIDOR MASTER PLAN (FY 2014)
CURRENT QUESTIONS AND ANSWERS
as of **Wednesday, September 25, 2013**

From inquiries to MAG Staff, since the RFP Advertisement –

1. Q: Page 7, Under Task 1 of the RFP – states “The CONSULTANT will develop a Public Involvement Plan...” We assume the CONSULTANT is also responsible for managing the Public Involvement Process and implementing/developing, finalizing, and producing the materials and techniques recommended in the Public Involvement Plan. Is this a correct assumption?
A: Yes.
2. Q: Page 7, Task 2 of RFP – While we believe there is much information available about baseline environmental conditions (due, in part, to the work done on the two EISs), we also believe some additional data will be necessarily collected due to the expanded study limits described in the RFP. Consequently, there will be a degree of "discovery" required; will it be sufficient to disclose assumptions in the proposal in regard to the magnitude of environmental data collection (exclusions and inclusions)?
A: Yes. The ultimate study area limits have been purposely kept flexible at this time so that the information from the data discovery process can be used for this matter.
3. Q: Page 8, 2nd paragraph of RFP – States “MAG will provide travel demand, microsimulation model, and Regional Transportation data. The CONSULTANT will need to examine demand and microsimulation forecasts...” Does this mean that MAG will self-perform all model runs (travel demand and microsimulation) as needed by the Spine Study and the CONSULTANT will examine the results, or does this mean that the CONSULTANT will perform all microsimulation modeling efforts with the data delivered by MAG?
A: MAG will perform all modeling associated with the Travel Demand Model. The consultant will receive the existing TransModeler microsimulation model from MAG. The consultant will produce the microsimulation modeling for the project using the existing model.
4. Q: Page 12 – How many hard copies of each deliverable should we assume are being submitted?
A: For the purposes of reproduction the consultant will submit up to 25 hardcopies along with the electronic version.
5. Q: Page 16, item 1 of RFP - We assume that the cover and back cover are also not counted in page count, correct?
A: This is correct.

6. Q: Page 16, item 6 of RFP – States we should include resumes of major staff members. Our interpretation is that we should include short bios in the proposal of key staff (which counts in page count), but full resumes in the appendix (which do not count in the page count). Is this an acceptable interpretation?
A: No. If possible, the consultant is requested to provide the resumes in 'capsule' format in the body of their proposal.
7. Q: Page 16, item 8 - Appendix A certification form – Is this required for all team members or just prime?
A: This form is required for all team members. Original signatures for each team member representative are required in the original proposal document.
8. Q: Page 16, item 9 - Appendix B – Labor Cost Budget Allocation Form - Should we assume that hourly and loaded rates we propose cover the entire 30-month contract duration, starting 1/1/14?
A: MAG recognizes that salary adjustments are likely during the proposed 30-month project period. At the time of adjustment, the consultant is required to advise MAG of these changes. However, in the end, the project budget shall not exceed \$2,500,000. We will work with the Consultant at the time adjustments are made to determine whether there should be a contract amendment.
9. Q: Page 17, item 12 - Appendix F - Debarment & Suspension Form – Is this required for all team members or just prime?
A: This form is required for all team members. This form must also be notarized.

From inquiries during the September 11, 2013 Pre-proposal Conference –

1. Q: Who should represent the proposing team for the interview?
A: If needed interviews will be conducted on October 29th, 2013. It has not been determined what the format will be and who will be required to participate. For past MAG projects interview teams have consisted of 5 members including the team's project manager along with the two staff members constituting the most hours allocated to the project budget. Also for past projects the two additional members were at the discretion of the proposer.

From inquiries after the September 11, 2013 Pre-Proposal Conference –

1. Q: Page 18 of RFP – It is clear that items G, H, I, and J are all go in Appendices and do not count towards the page count. Is Item F (Labor cost allocation budget) an appendix also as it appears in the RFP, or should that be part of the 35 page count?
A: It is part of the appendix and is not counted towards the total page count.
2. Q: Regarding Appendix B: Labor Cost Allocation form – Should every person that appears the labor cost allocation spreadsheet also be shown on the org chart, including support staff such as accounting, CADD, GIS, biologists, etc., or should we just show the key staff in the org chart?

- A: Include all staff that is proposed for the project.
3. Q: In the Labor Cost Allocation form, if we propose a specific person to do a task, but then over the course of the 30 month contract, end up using another person for whatever reason that was not listed in the Labor cost allocation form, is that okay or are we locked into using only who appears in the labor cost allocation form?
- A: MAG understands that personnel and their positions can and will change over the course of time, and in particular related to this proposed 30-month period for the project. When changes arise, we ask the Consultant to provide us with either revised salary or in the case of a revised position, their names, credentials, and salary at that time. We then work with the Consultant to determine whether a contract amendment is necessary to account for the changes.

Other items noted at the Pre-Proposal Conference:

- **Proposers are required to submit the original proposal with ink signatures along with any required notarized forms.**
- The presentation and the Question and Answer document will be posted on-line. The Question and Answer document will be updated on an as-needed basis. Potential proposers should periodically review the RFP website for updates.
- The selection committee will not be identified.

Other Items:

- The link to the Arizona Department of Transportation's Planning and Environmental Linkages website has changed due to the recent refresh of their website. Unfortunately, as a result of the refresh, the actual webpage itself is not directly accessible from a main ADOT website page. For right now, the link is located at:

http://bounced.azdot.gov/mpd/systems_planning/Planning-and-Environmental-Linkages.asp

Please let us know if you have any difficulties obtaining this information.

These represent all questions received by MAG Staff since the advertisement of the RFP. Please visit the MAG website for additional details.

Thank you for your continuing interest in this project. Proposals for this RFP are due to MAG by 10:45 a.m. local Arizona time, Thursday, October 3, 2013.