

**QUESTIONS AND ANSWERS
FOR THE REQUEST FOR QUALIFICATIONS
CONSULTING SERVICES FOR
THE MAG PEDESTRIAN AND BICYCLE FACILITIES
DESIGN ASSISTANCE PROGRAM
FY 2014-2017**

1. Pg 2 – available funding for 2014: \$300,000 -- is this program wide funding for design for all projects initiated in 2014? How much could be expected per firm?

1. The \$300,000 is available for FY 2014. Cities will submit a project application requesting funding to design a local project on June 27, 2013. Funding for individual projects typically ranges from \$35,000 to \$100,000. The applications will be reviewed by the MAG Bicycle and Pedestrian committee who will then make a recommendation which projects can be funded. This recommended list of projects will go through the MAG approval process (Transportation Review Committee/Management Committee/Regional Council).

Once the list of projects has been approved by Regional Council, the city will choose a consultant from the On-Call Consultant list. There will be an on-site visit with the city representative, MAG staff and the Consultant.

The Consultant will write up a scope of work and budget. Upon approval by the city and MAG staff, MAG staff will then write up the contract with the Consultant.

2. Pg 4 – Draft Plans, final plans, Specs and estimates' are not listed in the Tasks that are stated on pg 2 and page 3. Could you provide a description of the work involved?

2. The description of work is what is actually listed in the Tasks 1-5 as listed on page 4 and 5.

June 12, 2013

There was a question and response on the website that I would like clarification on:

2. Pg 4 – Draft Plans, final plans, Specs and estimates' are not listed in the Tasks that are stated on page 2 and page 3. Could you provide a description of the work involved?

2. The description of work is what is actually listed in the Tasks 1-5 as listed on page 4 and 5.

The answer to question #2 is not clear.

There are 6 bullet points on page 4 (pagination from the bottom of the page) under the heading of "Deliverables" and only five Tasks described on page 2 and 3 (not pages 4 and 5 as listed in the above response).

Is the bullet point for “Draft Plans and Pre-Final Draft, Final Plans, Specifications and Estimate” an intended project task?

Sorry, I was looking at the WordPerfect version when I first responded and the page numbers are different than on the PDF.

The bullet point for “Draft Plans and Pre-Final Draft, Final Plans, Specifications and Estimate” on page 4 is an error. Previously, consultants were allowed to draw up to 95% plans. Last year FHWA told us consultants are only allowed to do 15% plans i.e. Project Assessment. The description of work is what is actually listed in the Tasks 1-5.

June 17, 2013

1. Is Appendix D required to be acknowledged and submitted with the SOQ or is it FYI for when a contract is later assigned? This is a contract requirement that is contained in all MAG contracts. This Section is letting the consultant know what will be required when there is a contract with MAG. Appendix D is not required with the SOQ submittal.
2. I want to confirm that with Appendix F, we are signing to commit when possible from our team of sub-consultants. I understand that some contracts may not require select DBE's to participate and that we won't be able to meet the 5.27% goal due to different scopes of work for each project. This form ensures that the consultant will commit to meeting or exceeding the 5.27% DBE goal on all Design Assistance projects or that the consultant will submit a good faith effort certification should it not be able to meet the DBE goal. Should the good faith effort certification be rejected by ADOT BECO office, another consultant may be selected.
3. Is Appendix G required for the SOQ submittal, or is it for reference to be used when a contract is assigned? Appendix G is not required with the SOQ submittal. Appendix G & H or Appendix I is required and shall be submitted with each cost proposal for each Design Assistance Project contract issued.
4. Is Appendix H required for the SOQ submittal, or is it for reference to be used when a contract is assigned? Appendix H is not required with the SOQ submittal. Appendix G & H or Appendix I is required and shall be submitted with each cost proposal for each Design Assistance Project contract issued.
5. Is Appendix I required for the SOQ submittal, or is it for reference to be used when a contract is assigned? Appendix I is not required with the SOQ submittal. Appendix G & H or Appendix I is required and shall be submitted with each cost proposal for each Design Assistance Project contract issued.
6. Is Appendix J required for the SOQ submittal, or is it for reference to be used when a contract is assigned? Appendix J is not required with the SOQ submittal. The consultant shall submit Appendix J at the completion of the contract for Design Assistance Project(s) for every DBE firm working on the project.

We are looking for clarification on the following two statements in the RFQ:

1. On page 5 of the RFQ, under #3 - "Organization and Approach", it is requested that the Consultant illustrate an "overall understanding of specific range of services as well as the anticipated projects listed". We request clarification concerning the anticipated projects, as it is our understanding that anticipated projects will not be identified until later in the year.

Although the specific projects will be identified in a few months, all projects are for bicycle and/or pedestrian facilities.

2. On page 5 of the RFQ, line 3 from the top states that the page count is 20 pages, "excluding the resumes, the cover letter, tabs, and appendices". Q: Does the Table of Contents (Item #2 on page 5) and Subconsultants information (Item #10 on page 6) count towards the page count?

The Table of Contents does count in the page count. The subconsultant information references a resume and therefore is not part of the page count.

June 24, 2013

Is item 12, the additional information section, excluded from the 20 page maximum or is it part of the 20 pages?

The total number of pages must not exceed 20, entirely on letter size (8.5 x 11 inches), excluding the resumes, the cover letter, tabs, and appendices. Blank pages are not included in the total page count. So the additional information section is included in the 20 pages.