

MARICOPA ASSOCIATION OF GOVERNMENTS RFP QUESTIONS AND ANSWERS

Project: Off-Street Bicycle Network Wayfinding Guide

Project Manager: Maureen DeCindis, Transportation Planner

Q & A updated: August 23, 2013

Note: Please check the www.azmag.gov RFP and RFQ webpage for the most update version of this document.

- Q) Have MAG member agencies bought into the idea of one common identity for the off-street shared use system?
- A) Yes, this project was approved by the MAG Bicycle and Pedestrian Committee in October 2012, and was included in the Unified Planning Work Program (UPWP) approved by the MAG Regional Council in May 2013.
- Q) There are two different contract lengths in the RFP: 12 months and 18 months. Which is the correct length?
- A) The project could take between 12 and 18 months. The final decision on the length of the project will be made after discussions with the MAG Bike and Ped Committee.
- Q) Will there be a need for agency representatives to take the recommendations to City and Town Councils as a work session, or will this project be worked on primarily at a staff level internally in the cities and towns?
- A) This will depend on the City or Town but most jurisdictions have internal processes. The schedule for the contract will take into consideration the time it takes for each jurisdiction to review the guidelines.
- Q) Will the sign-in sheet from the pre-proposal conference be posted on the website?
- A) Yes, the sign-in sheet will be posted to the website along with the questions and answers and the powerpoint presentation from the Preproposers Conference.
- Q) Do all members of the team need to provide each appendix, or only the prime consultant/lead?
- A) Forms need to be filled in as follows:
- Appendix A - Rules of professional conduct – Prime & Subs
 - Appendix B - Budget – Prime
 - Appendix C - Information Form – Prime & Subs
 - Appendix D – For information

Appendix E - For information
Appendix F - Prime
Appendix G - For information
Appendix H - Prime
Appendix I - to be completed by Sub – Submitted by Prime
Appendix J - Prime is the Prime has not met the DBE Goal
Appendix K - To be completed by Prime and Sub at the completion of the project – included for information only.

- Q) Is there a limit to key staff resume pages? I presume 1-2 max for each staff.
A) Please have resumes limited to two pages.
- Q) Will this project require specific presentation meetings or any public outreach? Task 1 describes 2 meetings, but the other tasks are unclear on progress or coordination meetings with MAG or its members.
A) This project will not require public involvement or public outreach per se. Through each task, the consultant will present their information and receive feedback from the MAG member jurisdiction via the committee meetings.
- Q) Please elaborate on MAGs' definition and expected role of "professionals with expertise in safety and human factors experience."
A) MAG is seeking consultants that have had some training in understanding how people interpret signage. Also, how do people react in relationship to following directions especially concerning safety. For example, if a sign directs riders to bike to the corner and cross at the light, is there a certain type of sign or coloring that is more effective at encouraging compliance?
- Q) Please confirm that the project goal is a "Guide" and not detailed sign location plans for individual sign placement for every sign. "System maps" will address typical scenarios only.
A) A different set of sign packages will be useful for the various scenarios. These are not really maps but a collection of recommendations that vary according to the local situation.
- Q) Provide clarification on the project advisory committee for the project. Will stakeholder involvement be limited to the MAG Bike and Pedestrian Committee? At what point will MAG member agencies be involved? If a committee has not been established, will this be part of the project? If needed, will this be led by MAG or the consultant?

A) The consultant will be working with the established Bicycle and Pedestrian Committee which is comprised of jurisdictions and has several ad hoc representatives such as the Coalition of Arizona Bicyclists, Maricopa County Public Health and the Arizona Society of Landscape Architects. There will be no public outreach component other than Salt River Project. The Committee meets monthly. There will be presentations by the Consultant to the Committee as needed.

Q) Page 4 of the RFP refers to the external review process. We understand that the consultant will incorporate all comments received. Will the MAG project manager collect all comments, review for conflicting input and provide final direction?

A) Yes, MAG staff will receive the comments and forward those that the consultant would incorporate.

Q) Please provide preferred budget template in excel.

A) Please see the RFP website for the budget template in excel.