
MAG REGIONAL TRANSPORTATION PLAN ON-CALL SERVICES
CURRENT QUESTIONS AND ANSWERS
as of 4:00 p.m., Tuesday, June 18, 2013

From inquiries to MAG Staff, since the RFQ Advertisement –

1. Q: Which companies are on the existing On-Call Transportation Planning qualified consultants list?
A: The following consultants are on the current on-call list: AECOM Technical Services, Inc.; Burgess & Niple, Inc.; Cambridge Systematics, Inc.; HDR Engineering, Inc.; Kimley-Horn and Associates, Inc.; and Parsons Brinckerhoff, Inc.

2. Q: Will bidder eligibility (for any project associated with the RTP) be limited to the pool of pre-qualified consultants?
A: Qualified consultants may be selected for task orders that develop during the contracted time period. Selected consultants must be qualified in the Area of Expertise specific to the objectives of a proposed task order.

3. Q: Will the "Transportation Planning" area of expertise include transit planning projects?
A: If transit planning projects develop, those projects will be included under the appropriate Area of Expertise. The Area of Expertise for a particular task order will be based on the project's scope.

From inquiries during the June 7, 2013 Pre-proposal Conference –

1. Q: Regarding the proposer's resumes, can the proposer identify all team members, including subconsultants' staffs, combined with the prime consultant's staff rather than individually?
A: The presentation of the Statement of Qualifications (SOQ) is at the discretion of the proposer.

2. Q: Does the table of contents count towards the page limit?
A: Yes.

3. Q: Of the possible 15 proposers selected for the Request For Qualifications (RFQ), are the proposers selected for specific Areas of Expertise?
A: No. Proposers can be selected for each of the Areas of Expertise based on the qualifications presented in the SOQ.

4. Q: Can a proposer submit on any of the Areas of Expertise?
A: Yes. The proposer is encouraged to submit on any Area of Expertise for which they believe they are qualified.

5. Q: Can a proposer's experience and references include current and past MAG projects?
A: Yes.

6. Q: Should resumes include all members of the proposed team or only the senior members?

- A: Resumes should include all staff members identified in the SOQ. The format is at the discretion of the proposer.
7. Q: If the proposer opts to submit qualifications for some of the Areas of Expertise, can the proposer still be selected for individual Areas of Expertise?
- A: Yes. Proposers can be selected for each or all of the Areas of Expertise that they have submitted qualifications for.
8. Q: Are staff for potential projects limited to the staff identified in the SOQ, or can additional staff or subconsultants be retained after the on-call contract is initiated?
- A: Proposers cannot add any new subconsultants after the contract is initiated. Firms selected for the on-call are expected to include any changes to the staff qualifications matrix, updating the matrix on an as-needed basis.
9. Q: Can the proposer identify a vendor in the SOQ?
- A: The team must identify the prime consultant and any additional firms will be identified as subconsultants.
10. Q: Can a firm be both a prime consultant and a sub-consultant?
- A: Up to 15 consultants will be selected for an on-call contract; suggesting there are plenty of opportunity selection. The decision to be prime and a sub-consultant is a business decision matter for the proposer.

Other recommendations noted at the Pre-Proposal Conference:

- **Proposers are requested to identify the Areas of Expertise for consideration by MAG on the cover of the SOQ.**
- It is recommended that proposers include a map identifying the locations of staff included in the SOQ.
- The selection committee will not be identified.

From Emails to Bob Hazlett, Project Manager, since the June 7, 2013 Current Questions and Answers –

1. Q: Item 1d on page 8 says: "Consultant should clearly identify the principal people who worked on past projects and the amount of time they devoted to the work effort." Does "amount of time" mean the number of hours or the percent of the person's time?
- A: The "amount of time" refers to the percentage of the staff member's hours devoted to the project of the overall total hours of the project. Specifically this represents the percentage of the project hours that the staff member performed work for.
2. Q: Currently the RFQ asks for teams and furthermore that any piece of work over \$100K would go through a formal bidding process. Can we add subs to our team later during these competitions or is the team that we propose now set in stone for future competition?
- A: Only the sub-consultants identified in the State of Qualifications may be used for a task order awarded to the prime consultant.

3. Q: For future competitions, would two or more firms chosen for the initial RTP pool be able to join together to bid on a piece of work?
A: No. Individual prime consultants will not be contracted to work on the same task order. Only one prime consultant will be selected for a particular task order.
4. Q: The RFQ indicates you want a spreadsheet or table with a complete listing of all individuals to be included under each area of expertise, specifying their level of participation in each of the areas of expertise identified in item five (5). What do you mean by "specifying their level of participation in each of the areas of expertise identified in item five (5)"?
A: The SOQ should clearly indicate all individuals that have experience in the specific area of expertise. The level of participation identified for each individual will indicate that individual's percentage of availability to perform tasks under that area of expertise.
5. Q: Can a large firm be proposed as a subconsultant that specializes in particular elements of planning, or is the subconsultant role limited to small and medium firms?
A: No. Large firms are prohibited from serving as a subconsultant under this on-call.
6. Q: The RFP states that for each subconsultant should have two references. Is this personal references for their resumes or firm references for the Recent Examples section?
A: These references should be for recent projects that the firm has worked on which a related to the appropriate Areas of Expertise.
7. Q: Does the Table of Contents count against the 35 page limit?
A: The Table of Contents is included in the page count.

These represent all questions received by MAG Staff since the previous Question and Answer document as of 4:45 p.m., Wednesday, June 18, 2013. This will be the last response to questions regarding this solicitation. Please visit the MAG website for further details.

Thank you for your continuing interest in this project. Qualifications for this On-Call Services Agreement are due to MAG by 11:00 a.m. local Arizona time, Friday, June 28, 2013.