

MAG ITS and Safety On-Call RFQ

Questions & Answers

Updated on 02/18/2016

Q1. If you are submitting as a Prime, can you be on another team as a sub consultant?

A1. Yes

Q2. Is a graphical front cover with SOQ title, date, consultant logo, and photos excluded from the 35-page limit?

A2. Yes

Q3. Can consultant responses to Section 6, Recent Examples and Section 7, References be combined and included together behind one single tabbed section?

A3. No. The last sentence, first paragraph under STATEMENT OF QUALIFICATIONS (SOQ) REQUIREMENTS AND CONTENT, tabs for sections 1 through 11 should be separate.

Q4. Page 5 of the RFQ states that two 11 x 17 sheets are allowed; Does an 11 x 17 page count as one page toward the page limit?

A4. Any single printed page counts as one page, including 11 x 17.

Q5. Are tables, diagrams, charts, captions, and graphics excluded from the 12pt font requirement listed on page 5 of the RFQ?

A5. Fonts should be readable. The 12pt requirement is primarily for the body text. Tables, diagrams, charts, captions and graphics will typically have larger font sizes than the body.

Q6. Page 7 of the RFQ includes section 16. Anti-Lobbying. Are proposers required to include a statement or response to section 16?

A6. No. The Anti-Lobbying form is included in the contract developed with qualifying consultants selected through the SOQ evaluation and selection process. The following Appendices must be submitted with the SOQ.

A – Arizona Administrative Code R4-30-301

B – Proposer's Information Form

C – Debarment/Suspension Certification

F – DBE On-Call RFQ Goal Commitment Form

Q7. Is there any preference to the geographic location of the DBE in state or out of state and for the Prime or Subconsultant?

A7. MAG does not have a geographic preference for DBE consultants. All DBEs must be certified and registered in the Arizona Unified Transportation and Certification System (AZ UTRACS).

Q8. In the presentation given at the pre-proposal conference it was stated that the Information Page should be up front. Should this go right after the cover page?

A8. No. To clarify, the Consultant Information page should be in the order described in the RFQ.

Q9. As a follow up to section 6 and 7, do I understand correctly that Recent Examples includes a list of successful projects with no details and the details would be in Section 7: References?

A9. Yes. The SOQ should reflect the order listed in page 5 and 6 as separate sections and tabs with the elements listed under Section 7 References.

Q10. If we think we have ideas for ITS activities, for instance, which are not listed in the RFQ, is there some leeway to provide ideas for services that may be offered that are not identified?

A10. Yes. The SOQ could list your expertise that are related to the areas of expertise. If you think it is relative to the area of expertise, it can be included within the 35 page limit.

Q11. Is ADOT considered a MAG member agency in reference to the Conflict of Interest?

A11. Yes. Consultants must disclose any potential conflicts of interest to MAG in writing. MAG will determine whether a conflict of interest exists and provide a written response to the consultant. See additional information under the answer to question 13.

Q12. Typically, how many on-call consultants will be brought on board?

A12. The previous RFQ resulted in 17 consultants being chosen, not all of them are qualified in all areas of expertise. The number of consultants we qualify is based on the number of projects we anticipate in the future.

Q13. On the topic of "Conflict of Interest", if a firm has a person who joined the firm less than 3 years after leaving their previous MAG member agency employer, but has been approved for use on the existing 2013 MAG ITS On-Call contract, is that person considered "clear" of conflict of interest, based on MAG's prior finding for that specific person?

A13. The consultant must submit a new potential conflict of interest disclosure to MAG for each new contract they seek to enter into. Conflicts of interest are determined on a case-by-case basis. In addition, this clearance must be obtained prior to submission of the SOQ and the documentation included as part of this disclosure. The three year time frame should reflect the anticipated contract date of September 1, 2016.

Q14. Are CDs allowable or should the electronic PDF be on a thumb drive?

A14. The RFQ is very specific in the requirements for file submission. No deviations will be accepted.

Q15. In regards to the instructions on page 5 about appendices, please clarify that you want one tab that says "Appendices" with 12-17 behind it, or are you looking for something else?

A15. Please see the answer to question 6 above for Appendix A through D. The tab titles should reflect the Appendix section and name.

Q16. Page 7 lists required forms and appendices. Numbers 15 and 16 do not have forms. How would you like us to respond to these?

A16. Please see the answer to question 6 and 15 above. In addition, number 15 on page 7 states "A summary index of any such designation must be included in the Table of Contents or cover letter in the SOQ documents."

Q17. There is a reference on Page 7 of the RFQ regarding an Anti-Lobbying form; however, no Anti-Lobbying form was included in the RFQ. Shall we just mention our lobbying status (or lack thereof) in paragraph form or will an amendment be issued with the form included?

A17. Please see the answer to question 6, 15, and 16 above. An addendum will not be issued.

Q18. On page 6, item 8, please clarify what you are looking for regarding the “level of participation in each of the areas of expertise”. What information are you looking for? How are you wanting this answered – in a % format? Please clarify.

A18. This information should be provided in a spreadsheet or tabular format with the staff member name and registration in row headers, with their role, if Project Manager (PM) or Task Leader (TL), in parenthesis and then percent participation after under each area of expertise the proposer wishes to qualify for as column headers. Support role staff will just have the percent participation. For both, this should be expressed as X%. It should be clear what each individual will be providing under each desired area of expertise and should make sure to specify the project managers and task leaders.

Q19. The ADOT ‘SOQ Proposer’s Solicitation List form’ asks for Contract No. What Contract number should be included here, I couldn’t find it in the RFQ ?

A19. This information can left blank at this time as the proposer is not expected to know this prior to being qualified. When a consultant is qualified, this information will be provided and the form can be completed.

Q20. As a follow-up to the Q&A that was released for the MAG ITS and Safety On-Call RFQ, can you please clarify the following?

The response provided to Question #6 on the Q&A document lists four items that must be included in the Appendices section, and the list does not mention the “SOQ Proposer’s Solicitation List Form.” However, the Proposer’s Checklist on page 8 of the RFP lists the SOQ Proposer’s Solicitation List Form as one of the required DBE forms to be submitted with the SOQ and provides a link to download that ADOT form. Is this particular ADOT form supposed to be completed and included in the Appendices?

A20. Any and all documents downloaded and completed by the proposer are those to be included behind the tab indicating “Appendix F - DBE On-Call RFQ Goal Commitment Form”.

Q21. In previous years we have been allowed to combine sections 6 and 7. Are we going to be able to do this again this year?

A21. Please see the answer to question 3 and 9 above.

Q22. Please clarify the requirements for the PDF file to be submitted with our SOQ package.

A22. The reviewer should have the ability to insert comments and notes in the PDF file. The PDF version should be the exact duplicate of the hard copy SOQ as stated on page 9 of the RFQ AND should be converted from your word processing version without restrictions or password protection.