

**Comprehensive Operations Analysis
Orleans, Jefferson & St. Bernard Parishes
FTA Grant No. LA-2018-013-00
RPC Task COA18**

Questions about Request for Proposals/RPC Responses
October 2, 2018

Q: DOTD Form 24-102 Line 4 says: "Firm name (as registered with the Louisiana Secretary of State where such registration is required by law)". Must the prime firm be registered with the Louisiana Secretary of State if the prime firm does not have offices in the state?

A: No, but it must be registered with the appropriate authority in a home state (i.e. Secretary of State or equivalent)

Q: Is it necessary that the prime firm have at least 50% of the budget of the project?

A: Not necessarily, but the prime must have a plurality or majority of the work effort and budget. The technical review team will ascertain how the proposal and staffing "fit" with regard to the tasks in the RFP.

Q: Can we count as DBE participation firms that have applied for, but not yet received, certification in Louisiana?

A: If the DBE is registered in their home state, verification must be provided.

Q: Is there a specific budget for this project, or a budgeted range that the RPC expects for this project?

A: RPC has a cost estimate for the project that will be used to assess proposals, but it is only for internal use by the review committee. Pursuant to FTA Guidelines, cost is not the sole determinant in project selection, and RPC may request entering into budget negotiations with the consultant with the highest scoring proposal prior to selection, or the next highest scoring proposal should that negotiation prove unsuccessful, and so forth.

Q: The Public Notice specifies that one hard copy of DOTD Form 24-102 (for prime and all subs) is to be provided. Does the RPC also request that a hard copy of the proposal be submitted? If so, how many copies are required?

A: Yes, one hard copy of the proposal must be submitted.

Q: Does the RPC have required formatting, organization, or page limit guidelines for this RFP?

A: No, there are no formatting or page limit requirements for the proposal document. The review committee would appreciate a document that is comprehensively responsive but reasonably succinct so as to be reviewable within a limited timeframe.

Q: Are there any other forms that respondents are required to submit beyond the DOTD Form 24-102?

A: The only required submittals are the DOTD Form 24-102 and the proposal document.

Q: Will the RPC be willing to host a project website or will the consultant be required to secure hosting and web design services for the project?

A: RPC's website is hosted on a third party server, and staff does not have the internal capacity for web design services. We therefore recommend, if an extensive, custom project website is part of a project proposal, that a consultant similarly acquire hosting and web design services for the project. If the project proposal only requires an informational page or pages incorporated within the RPC site design framework, RPC is willing to work with the consultant to coordinate its development, with the understanding that the consultant will not have the ability to directly access the page, and that maintenance must be reasonable and coordinated through RPC staff.

Q: Does RPC have a license to an online survey and/or public?

A: RPC currently does not have a license to an online outreach platform.

Q: Task 3 of the RFP specifically mentions that an on-board survey be conducted on the RTA and JeT systems. Does RPDC expect the SBURT route to be surveyed as well?

A: On-board survey work for St. Bernard Transit's single route is not required by the scope. It may, however, be included in a proposal.

Q: Are ferry routes to be included in on-board survey?

A: On-board survey work for the RTA ferries is not required by the scope, as the focus of the study is fixed route service. If the consultant feels that survey work on the ferries would inform such a study they may propose it.

Q: Should the entire submittal be encompassed within Form 24-102?

A: The Form 24-102 and the proposal should be separate documents. The response to question 16 may summarize and reference the proposal, but is specifically asking about additional qualifications of the consultant team and its capacity to complete the work described.

Q: Is there a format in which to submit the cost proposal?

A: There is no specific format to submit the cost proposal, beyond identifying proposed budget by task, and costs for labor, travel, other direct costs, and proposed profit.

Q: Question 11 states "If your proposal includes at least one sub-consultant, the prime consultant shall complete the table as required in the advertisement by entering the name of each

firm that is part of the proposal and the percentage of each past performance rating category and of the overall work to be performed by that firm:. Are there specific past performance rating categories that should be used in this table, or should we just give a percentage of overall work to be performed by the prime and each sub-consultant?

A: Disregard references to past performance rating categories, they aren't applicable to the RFP. Identify the percentage of work to be performed by the prime and each sub-consultant.