

**REGIONAL PLANNING COMMISSION (RPC)
Of Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles,
St. John, St. Tammany and Tangipahoa Parishes**

**PARA21
Comprehensive Operations Analysis
Paratransit Study**

**Questions about Request for Qualifications/RPC Responses
December 7, 2021**

Q: Can you please let us know the budget that has been assigned to this project?

A: The offeror should develop a budget that they feel is sufficient to fulfill the requirements of the described tasks according to their proposed methodology. RPC has internally estimated that the project will cost between \$80,000 and \$100,000 USD

Q: Will the project team be able to conduct some meetings in person and others remotely?

A: Yes, the consultant may conduct meetings both in person and/or online. Depending on national and local COVID-19 conditions during the course of the study, online meetings may indeed be the preference. However, particularly given the nature of the study, the consultant must be very attentive in either format toward ensuring that all stakeholders are given ample opportunity to participate.

Q: Would it be possible to provide a list of DBE-certified firms that specialize in community engagement/public outreach or public transportation? The link in the solicitation for this study appears to show DBE status of existing firms, but does not lend itself to identifying firms that may not be known to the researcher.

A: RPC does not provide recommendations or keep a list of firms by category.

Q: What is the deadline for questions?

A: The submittal deadline is the deadline for questions, though questions submitted late in the RFP process may not provide adequate time for a response.

Q: What dispatch software do the transit agencies use for paratransit services?

A: Both Jefferson Transit and RTA use Trapeze for paratransit dispatching.

Q: Is all the data mentioned in Task 2B readily available? If no, what is not available, and will the consultant be responsible for collecting the data?

A: The data and information described in Task 2B exists, but to compile it the consultant will need to work with various staff at the agencies. The consultant will not, for example, be responsible for manually conducting ridership counts.

Q: Can you clarify Task 5, is a peer review being requested?

A: No, Task 5 does not explicitly require a peer review. The analysis completed in this study should at least be sufficient for the agencies to internally conduct such a review in the future. Respondents may, however, incorporate such a review or some level of inter-agency comparison in their proposal.

Q: In the Workload section (#18), is RPC asking for projects that the proposing team (prime and subconsultants) is engaged in presently with RPC? Or instead, is the section asking for RPC projects AND all other projects ongoing with other sponsors?

A: The proposing entity should list all such contracts wherein the proposed key personnel are staffing ongoing projects, regardless of sponsor. The subconsultants should do the same on their own form. A large existing workload for key personnel is not disqualifying, staffing capacity can be clarified in question 19.

Q: In the Staff Experience section (#18), the layout of the table is a little bit unclear. Does RPC want a brief bio and/or work history (previous titles and employers) for each staff member? Are the rows on experience and qualifications specific to related projects (and dates for each)?

A: Assuming this is instead referring to Section 16, the form does not require a bio beyond the requested information (years with this employer, years with other employers, education, relevant certifications, etc.) or a complete work history. The rows on experience and qualifications should describe projects that the staff member has participated in that are related to or otherwise support their ability to contribute to this study. These may include professional projects and studies, published works, academic/research efforts, etc. The employer under which the experience was had does not need to be listed.