



CENTRALINA COUNCIL OF GOVERNMENTS

Request for Qualifications

Regional Transit Plan and Implementation Strategies

Date of Issue: September 3, 2019

Submission Deadline:

September 20, 2019 at 4:00 pm (EDT)

Submitted Written Questions

Received by September 6, 2019 | 4 pm EST

Question	Response
<p>1. <i>Section 1.0 - Purpose and Background: What or who is the lead agency for the study? Will that agency supply the Project Manager and who is that person? Who else will make contractual decisions on the study and what is the process envisioned for decision making on the client side?</i></p>	<p>CCOG will lead the consultant selection process, issuing the RFQ, supporting the consultant review team, and contracting directly with the consultant team. CCOG will be the single entity contracting with the consulting firm. The consultant review team, made up of project funders, will review and score qualifications, select firms for interviews, and assess interviews. The consultant review committee will make a recommendation for a consultant hire. This recommendation will be vetted by the CEO of CATS and the Executive Director of CCOG and then approved by CCOG officers (elected officials). CATS and CCOG provide a project management team, made up of John Muth, Deputy Director, CATS; Michelle Nance, Planning Director, CCOG; Jason Lawrence, Senior Transportation Planner, CATS, and Jason Wager, Principal Planner, CCOG. This team will make the day-to-day project decisions, consulting with the executive at each agency (as needed).</p>
<p>2. <i>Section 2.2 - RFQ Schedule: Would CCOG be willing to consider extending the deadline for the SOQ submittal due date?</i></p>	<p>No</p>
<p>3. <i>Will you extend the due date by one week?</i></p>	<p>No</p>
<p>4. <i>Section 2.4 - Preparation and Submittal: In terms of binding of the SOQ, can the document be stapled in the center (booklet layout)?</i></p>	<p>Yes. A center stapled booklet format is sufficient.</p>
<p>5. <i>In Section A.5 of the Proposal Contents section, can you please clarify what information from the staff resumes you are expecting within the 10-page statement of qualifications? Is their name, education, credentials, rate, and a very brief bio sufficient or do you also need project examples within the 10 pages?</i></p>	<p>It is recommended that the key individual qualifications (resumes) be included within Attachment A: Personnel (the appendix). Resumes should include education, relevant experience, leadership roles, awards, etc.</p>
<p>6. <i>Section 2.5 – Proposal Contents, Item A.2.e: For qualifying as a DBE, which agency should the firm/s be certified by?</i></p>	<p>No contract goal has been set for the project. DBE project participation will be achieved using race neutral methods. Within the RFQ qualification, please note if your firm or a</p>

	subcontractor is owned by a minority, woman, person with disabilities, disadvantaged business enterprise, or is a small business. Note how this determination has been made and the agency that has made the certification.
7. <i>Section 2.5 - Proposal Contents, Item A.4: Regarding branding, is the intent to brand the study or to brand a potential future regional system?</i>	The communication exercise is meant to assess consultant experience and expertise in communication and knowledge of the region and key messaging around transit. We are requesting this information in relation to the plan name and branding (not a potential future regional system).
8. <i>Section 2.5 – Proposal Contents, Item A.5: Is the billable/hourly rate for personnel one that is all inclusive of raw rate(s), overhead and profit?</i>	We are interested in understanding the full cost, per person, per hour. Descriptions of how a given rate is calculated will be helpful.
9. <i>Do the cover, cover letter, table of contents, and dividers count toward the page limit?</i>	No.
10. <i>Is the 10-page limit 10 double-sided sheets (20 pages total) or is it 5 double-sided sheets (10 pages total)?</i>	Ten double-sided sheets (20 pages total).
11. <i>Section 5.0 - Scope of Work, Item B.1; What other details of the public outreach strategy in Section 5.0, Item B.1 can you provide?</i>	Consultant will be asked to provide a public engagement plan as part of the project, which may include identifying key points in the project where engagement is needed, determining what questions need to be asked at a given milestone, providing materials and a format for obtaining inputs (in person, online software, surveys, etc.), conducting engagement activities, summarizing results, linking engagement inputs to project direction/decision, tracking engagement demographics, etc.
12. <i>Section 5.0 – Scope of Work, Item J: How many meetings are envisioned for the Advisory Committee through the life of the study as mentioned in Section J?</i>	The full project schedule has not been solidified, as we want to develop the framework in consultation with the selected consultant. We anticipate creating both a policy level board and a technical board for this project, which may meet jointly or separately depending on the topic and project needs. We anticipate that each group will meet 4-6 times per year.

<p>13. <i>Section 5.0 – Scope of Work, Item K: How often would activities in Section 5.0, Item K mentioned as “periodic” be needed? At project milestones, monthly, quarterly?</i></p>	<p>Both CATS and CCOG have communication staff and communication instruments. We are not anticipating the creation of a new instrument, but the creation of project related communications materials that will be sent out through existing channels. The frequency of the materials will depend on the phase of the project, however, our interest is in keeping the region adequately informed about upcoming meetings, decisions, project status, milestones reached, next steps, etc. Due to the wide-ranging interest in this regional project, advance, positive, frequent communication is needed.</p>
<p>14. <i>Can you please clarify what you are expecting in terms of conceptual design for the potential rapid transit corridors in the Scope of Work, Section 5.2 B?</i></p>	<p>The design should include high level ROW needs in order to understand property impacts and fatal flaws. Analysis of traffic impacts are not part of this scope. The design should result in an order of magnitude understanding of structure needs, property impacts, Transit Oriented Development (TOD) potential, major infrastructure changes, transportation technology, generalized cross section, etc. Ultimately the proposed transit corridor should result in publicly supported feasible alternatives that could be advanced into a future environmental phase. The final deliverable, at the project team discretion, will be made available as potential recommendations for area Comprehensive Transportation Plans and relevant long-range documents/maps.</p>
<p>15. <i>Attachment I repeatedly references a Design Consultant and has some references to construction. As this is primarily a planning study, would CCOG confirm that a planning firm may be a prime consultant for these services and is not required to be a licensed engineering or architecture firm?</i></p>	<p>Attachment I provides sample federal contracting terms and conditions only. The prime consultant responding to this RFQ is not required to be a licensed engineering or architectural firm.</p>
<p>16. <i>Is the entire project to be funded out of the allocation in the FY20 UPWP or is more funding expected to be provided through the FY21 UPWP or other sources?</i></p>	<p>Additional funding is expected in the FY21 Unified Planning Work Program (UPWP) and through other sources.</p>