



FAMPO RFP No. 001/2021
 Questions and Answers

Released July 13, 2021

Question No.	Question	Response
1	Who are the incumbents for this contract?	This is a new on-call RFP for transportation planning services. Until August 2020, Michael Baker International and Cambridge Systematics served as on-calls for FAMPO.
2	I would like to submit a question regarding the 12% DBE goal. Throughout most of the RFP, "DBE" and SWaM" are shown together...with the exception of the actual goal. Page 50 of the RFP shows "The DBE contract goal for this procurement is 12%." No goal is shown for SWaM that I can find. Is that correct—a 12% DBE-only goal?	Correct. This contract has a 12% DBE-only goal.
3	Per Page 8 ("Written Proposals" section) of the RFP, can you please confirm whether the 20-page maximum is only for Volume I (excluding resumes) or does it also include the Volume II administrative documents?	The 20 pages plus resumes requirement is only for Volume I. However, offerors shall limit Volume II submittals to only those materials required.
4	Per Page 8 ("Written Proposals" section) of the RFP, can you please confirm whether the headers and footers can sit outside of the 1" margins required?	Standard headers and footers may sit outside the 1" margin requirement.
5	Per Page 8 ("Written Proposals" section) of the RFP, can you please confirm whether tab dividers and covers for each volume count towards the 20-page maximum?	Tab dividers and volume covers do not count toward the 20-page maximum.
6	Regarding Scope of Services #13: Preparation of general engineering work on a variety of subjects including, but not limited to, traffic and right of way engineering or transit right of way improvements related to FAMPO work products. <ul style="list-style-type: none"> • Please clarify tasks that will be expected in the traffic and right of way engineering or transit right of way improvements? 	Specific tasks will be determined at the task order level.

	<ul style="list-style-type: none"> • Will consultants be expected to acquire ROW on behalf of FAMPO? • Does this contract require acquisition services? • Does FAMPO expect ROW plats to be prepared? 	<p>No.</p> <p>No.</p> <p>Specific tasks will be determined at the task order level.</p>
7	<p>Written proposal (page 8):</p> <ul style="list-style-type: none"> • Are required forms included in page count? 	<p>Please see question 3. Required forms are part of Volume II and are thus not subject to the page count limit of Volume I.</p>
8	<p>The scoring rubric conveys that points will be assigned for a DBE factor. Can you explain the DBE scoring process? How will the DBE factor be assessed?</p>	<p>DBE participation will be evaluated by the demonstration of the Offeror in its ability to provide a good faith effort in meeting the DBE goal of this on-call contract. Factors include, but are not limited to, experience working with DBE firms, evidence of DBE inclusion efforts, a DBE policy/plan, and documented intent to work with DBE firms on this on-call contract.</p>
9	<p>Can you clarify the page limit requirements? Does the 20-page maximum apply to volume one and two combined, or does each volume have a 20-page maximum allowance?</p>	<p>Please see question 3. Volume II does not have a page limit but should be limited to only required submittals.</p>
10	<p>Is there any information you can provide on VDOT's recent requested changes to the RFP's DBE expectations?</p>	<p>FAMPO/GWRC worked with VDOT to establish a DBE participation goal and ensure proper documentation was included in the RFP. Specifically, page 50 ("DBE Requirements") was added in cooperation with VDOT.</p>
11	<p>For the ten project examples, how recent should those projects be?</p>	<p>There is no firm requirement, but Offerors are encouraged to submit project examples that are recent and representative of the Scope of Services.</p>
12	<p>Would it be possible to get a plan holder list or a list of firms that submitted questions, along with contact information?</p>	<p>Names/firms who submit questions will not be posted. However, a list of all prospective offerors who submitted an Expression of Interest by the due date have been posted on the procurement page of the FAMPO website.</p>
13	<p>Can you confirm that cover pages, the cover letter, table of contents, the cost proposal (section H), and forms do not count toward the page limit?</p>	<p>Confirmed.</p>
14	<p>Can you confirm that Volume 2 does not count toward the page limit?</p>	<p>Confirmed.</p>
15	<p>Can you confirm the proposal due date is by 11:59 pm on 7/26/2021?</p>	<p>Confirmed.</p>

16	Should the sections “G-I. Additional Information” include the cost proposal (H) within the section?	The Cost Proposal section has been removed (refer to Addendum 1). In addition, Sections G-I has been modified to Section G.
17	Should the firm data sheet be included in Volume II?	Yes, please refer the revised Administrative Requirements Submittal details in Addendum 1.
18	Should “Attachment C: Prompt Payment Requirement of Subcontractors” be included in Volume II?	Yes, please refer the revised Administrative Requirements Submittal details in Addendum 1.
19	Can you confirm we should submit “Minimum DBE and SWaM Requirements for Project Specific Consultant Contracts” (C-111 PSC) or is this to be filled out for specific task orders after award?	This form should be utilized at the task order level and is not required for proposals.
20	Can you confirm we should submit “Certification of Binding Agreement with Disadvantaged Business Enterprise Form” (C-112A PSC) or is this to be filled out for specific task orders after award?	This form should be utilized at the task order level and is not required for proposals.
21	Are the pages in Vol II, including Cover, TOC & all required forms excluded from the 20-page maximum?	Please refer to questions 3, 7, 9, and 14.
22	What is the proposal due date’s time of day?	Please refer to question 15.
23	<p>Under Special Conditions item “P” on RFP pg. 19, it states that offerors shall “...complete and sign all attachments included in this RFP, including Attachments A, B, C, D and Appendix A as well as the VDOT Special Appendices”. Questions:</p> <p>a) Should Attachment C be signed and included in Volume II although it is not indicated in Volume II’s list on RFP pg. 10? If so, where should it be placed in the order indicated?</p> <p>b) Confirm that Attachment D (FAMPO Title VI / Nondiscrimination Assurance DOT Order No. 1050.2.A1) on RFP pgs. 23-25 is not required to be signed?</p> <p>c) Do the forms in the “VDOT Special Appendices”, specifically 2 forms (C-111 PSC + C-112A on RFP PDF pgs. 44-47) need to be signed and included in Volume II? If so, where should it be placed?</p>	<p>Yes, please refer to revised submittal requirements in Addendum 1.</p> <p>Confirmed. The Offeror’s Statement of Commitment should reflect requirements of Attachment D.</p> <p>Please refer to questions 17-20 as well as the revised submittal requirements in Addendum 1.</p>

	<p>d) Does the “Firm Data Sheet” on RFP PDF p. 48 need to be completed? If so, where should it be placed in Volume II?</p> <p>e) Is the additional “written documentation” and “written confirmation” bulleted information listed on the last PDF page of the RFP (below where it states the DBE Goal for this procurement as 12%) required to be in Volume II? If so, where should it be placed?</p>	<p>Yes, see above.</p> <p>This information should be contained in the submittal for Vol. II, Section 6 per the revised submittal requirements in Addendum 1.</p>
24	Are exceptions to the RFP terms other than the insurance conditions allowed?	Offerors should list any and all exceptions in the cover letter.
25	RFP page 8 stipulates “[p]roposals are limited to 20 pages plus resués.” Please clarify whether covers, table of contents, cover letter, cost proposal, or Volume II Administrative Requirements will be counted within those 20 pages.	Please refer to questions 3, 7, 9, and 14.
26	RFP page 8 stipulates “Section G - I, Additional Information” followed by “Section H, Cost Proposal.” Please clarify if the intention was “Section G [only], Additional Information” and “Section H, Cost Proposal.” We just want to make sure we aren’t missing any additional sections.	Please refer to the tracked changes in Addendum 1. Specifically, “Section G-I, Additional Information” is now correctly listed as only Section G. Section H has been removed altogether.
27	Could you provide additional information regarding how the cost and price analysis and DBE participation criteria will be evaluated in FAMPO’s review of the proposals?	<p>Cost proposals have been removed from submission requirements per Addendum 1. Cost discussions will take place in accordance with the Virginia Public Procurement Act (§ 2.2-4302.2. Process for competitive negotiation).</p> <p>For DBE evaluation, please refer to question 8.</p>