
**Request for Statements of Qualifications
For
Transportation Plan Update
EN 17-019**

A Pre-Submittal Conference was held for this Request for Statements of Qualifications November 29, 2016. City Representatives in attendance, included Tracy Stevens, Dave Janover, Paul Lopez, Tom Peterson and Procurement Officer, Loretta Browning. All inquiries regarding this RFQ were due in writing to the Procurement Officer, no later than November 30, 2016.

A. Inquiries Received by the Required Deadline:

1. Can a firm put in for this as a prime firm as well as be a sub consultant for another prime firm?
 - Yes, there is not anything in the RFQ that would prohibit a firm from doing so. The RFQ does require that the prime disclose any of the work to be subcontracted as well as a supervisory plan for the subcontractors.
2. Is the Cover Letter included in the page count for the 12 page limit?
 - a. If the cover letter is a stand-alone item, separate from all the other items referenced in item A. 2- A. 6. it is not counted towards the page count.
3. Please confirm whether or not the City anticipates that the consultant would need to do any supplemental traffic counts?
 - The goal would be that the city would provide that information.
4. Referring to the Scope of Work item 2.9 Work in coordination with a separate consultant for its comprehensive review of the City's ten year Streets-Capital Improvement Program. Is this the effort that commences in September 2017?
 - The City anticipates having a concurrent contract with a consultant that will perform the comprehensive review of the City's ten-year Street CIP while the Transportation Plan Update is being developed. There shall be coordination between the CIP consultant and the chosen Transportation Plan Update consultant during this period (through August, 2017). Information will then be used for the Development Fee Study/Infrastructure Improvements Plan which commences in September, 2017.
5. Regarding section 2.2 Proposal Formatting and Scoring. D. Project Approach - 30 pts., please clarify what information you are seeking as it relates to items b, c, and d listed below.

D. Project Approach - 30 pts.,
(1) Describe the Vendor's approach to performing the required Services in the Scope of Work described in the Professional Services Agreement in Exhibit B, including the following processes:
(a) Planning.
(b) Estimating.
(c) Scheduling.

(d) Cost controls.

(e) Project management and team organization.

(f) Management of overhead costs.

- **Clarification:** The City is looking for information regarding the vendor's general approach to performing the scope of services, which should include information on the team organization, methods to be used for controlling cost, and any other information deemed appropriate.

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