

December 19, 2024

RFP ADDENDUM # 1

RE: Request for Proposals – Policy and Planning Consultant Services 2025

The Request for Proposals (RFP) for the above-mentioned services has been modified to clarify the RFP by addressing the following questions:

1. For ease of review and to meet the requirement to consecutively number the pages included in the 40-page limit, is it acceptable to move the Past Performance Section to be listed after the Business and Management Structure section and before the Organizational Chart and re-letter the outline as follows?
 - A. Cover Letter
 - B. Technical Capability/Approach
 - C. Business and Management Structure
 - D. Past Performance
 - E. Organizational Chart
 - F. Key Personnel
 - G. Subcontracts
 - H. Price/Cost

A: This is acceptable.

2. Is there a DBE goal for this work?

A: The goal is 7.32%.

3. Is VTrans seeking comprehensive teams that can provide all the services listed, or would VTrans prefer that proposers propose on the segments of work that they can provide in-house without teaming partners?

A: Firms are welcome to propose any range of services they are most interested in delivering and qualified to provide. This can be through “in-house” staffing and/or through forming teams with other organizations as sub-contractors. Firms do not need to offer services to address every need listed in the RFP to be eligible and selected as a retainer contractor.

4. Attachment F in the RFP is the “General Terms and Conditions for Contracts for Services” with a revision date of May 2020. Please confirm if these are the correct T&C or if we need to refer to the VTrans website for an updated version, and please confirm the link if so.

A: May 2020 is the most recent version of the General Terms and Conditions for Contracts for Services.

Sincerely,

Caryn Pletzer

Caryn Pletzer
Contract Administration

cc: Contract Manager
Project File