

December 3, 2024

RFP ADDENDUM # 2

RE: Request for Proposals – Roadway & Traffic Engineering 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. Is less than 12 point font acceptable on charts/graphs, and the organizational chart?

A: Yes.

2. Please clarify that the org chart can also contain non-local staff that are expected to provide services under this contract, provided that employee office locations are identified on the org chart.

A: Yes.

3. Does this mean every staff member shown in the organizational chart should also have a resume, regardless of being considered “key personnel” by the Proposer?

A: If the staff member listed in the organizational chart will not provide services under the agreement, then no resume is required.

4. The RFP language states at least three projects, but the project sheets at the end of the RPF seem to indicate exactly 3 projects. Please clarify if 3 projects, or more than 3 projects, are allowed.

A: More than 3 past performance projects are allowed. Past performance projects count toward the page limit.

5. Are G. Past Performance. “the technical proposal shall not include any quoted or summarized comments or recommendations from any in-state or out-of-state evaluations, records or reports of any kind.” Does this statement apply only to the past performance section, or the entire proposal? Can quotes or recommendations from other state agencies or municipalities be included in the proposal?

A: There shall be no quoted or summarized comments in the entire technical proposal.

6. Can content beyond just the organizational chart and resumes be included in this section, such as introductory pages for these sections with written content on staffing approach and background on key staff? If yes, do these pages count towards the 25 page limit?

A: Information such as described should be in the Business Management section and will count toward the 25-page limit.

7. Can proposers include digital media or links to external information and/or videos within the proposal?

A: You may provide links within the technical proposal for any additional information such as videos or digital images.

8. Can proposers use font smaller than 12pt on graphics, callouts and tables?

A: Please see answer to question 1.

9. Given the nature of how many potential personnel could be listed on an organizational chart, would it be permissible for the consultant to identify who should be considered key personnel and to only include their resumes? Or do resumes for every person listed on the org chart need to be included.

A: Please see answer to question 3.

10. Can you confirm if the Cover, Table of Contents, and Tabs are excluded from the page count?

A: They are excluded.

11. Regarding the projects listed on the resumes: is there a time limitation for the end date of the project? For example, are projects limited to five years for an end date, as are the company sample projects? Or can a project of any end date be listed on staff resumes?

A: Current projects are preferred, however within the resumes of key personnel, any project end date can be listed.

12. Page 4 of the RFP in the “Proposal Substantive Content” section asks for “tabbed and labeled sections.” However, since the proposal is submitted electronically via FTP, there are no physical tabs. Does this “tabbed” refer to cover sheets for different sections? If so, do these cover sheets count toward the 25-page limit?

A: Please see answer to question 10.

13. Page 6 of the RFP lists required Certifications/Documents. Number 4 is Contractor's EEO Certification. The RFP says to only submit this document with contracts which are subject to the equal opportunity clause. Is this document thus required for this RFP?

A: Yes.

Sincerely,

Caryn Pletzer

Caryn Pletzer
Contract Administration

cc: Contract Manager
Project File