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Addendum Two / RFP 11-1722

RFP 11-1722

WASTE PREVENTION AND RESOURCE CONSERVATION ASSEMBLY

The following question was submitted on this solicitation. In the interest of fairness, this information is being provided to all interested proposers.

Q: What level of collaboration and participation can be expected from your team members to identify high priority items, make design and development decisions, and assist in project completion?

A: Metro has identified this as a key project for the agency and is committed to its success. Agency staff and management team will act accordingly.

Q: What talent resources are you working with in-house and what level of commitment for project management and administration of the web portal will your organization be able to maintain through the website lifecycle?

A: Metro has an experienced and knowledgeable team who are committed to the project. Metro's ongoing role in the website's lifecycle, as well as the role of other Intertwine Alliance partners, will be defined as part of the project.

Q: What will be their preferred methods of communication? Chat, email, phone etc.? Do you expect there will be work or collaboration that needs to be completed on-site?

A: All of these methods of communication will be utilized, and it is anticipated that some work will need to be conducted at Metro.

Q: Are there specific business processes or defined reporting requirements with the execution of this project? Such as governing guidelines or legal restrictions;

A: Please see the RFP, which explains Metro's intentions and project goals.

Q: How flexible is your organization to recommendations or suggestions that may be different than anticipated but could add value to the end results?

A: We are looking to proposers to provide us with their best approach to satisfactorily achieve the outcomes specified in the request for proposals.

Q: To what extent are you interested in adding social networking tools to engage the public or allow organizations to communicate between one another? Would this include a collaborative project development area, blogs, social networking tools (Twitter, Facebook, etc.).

A: Please see the RFP, which explains Metro's intentions and project goals. We are looking to proposers to provide us with their best approach to satisfactorily achieve the outcomes specified in the request for proposals.

Q: What level of need do you have for eCommerce tools for donations, registrations, online purchases?

A: Please see the RFP, which explains Metro's intentions and project goals. We are looking to proposers to provide us with their best approach to satisfactorily achieve the outcomes specified in the request for proposals.

Q: What level of need is there for Search Engine Optimization and Marketing?

A: We are looking to proposers to provide us with their best approach to satisfactorily achieve the outcomes specified in the request for proposals.

Q: Are you currently using a Joomla! Content Management System (CMS) or any other type of CMS and what CMS? Who built the website the current website and do you currently have a vendor providing services?

A: No. The current website was developed by a volunteer. There is not a vendor currently providing services beyond website hosting.

Q: What are the anticipated training requirements for the individuals involved and for the roles you wish for them to execute on this project now or in the future? 10 -20 hours of training, more or less?

A: Please see the RFP, which explains the Project Administration.

Q: Do you intend to follow a particular project management methodology (i.e. Agile, SDLC, RUP, etc.) on this project or will you rely on the contractor for that?

A: Please see the RFP, which explains the Project Administration.

Q: Will local vendors get preference over non local bidders?

A: No.

Q: How many bidders do you anticipate?

A: This RFP is posted on the internet, we do not know how many proposals we will receive.

Q: Do you have other established relationships with bidders and will that impact the final decision?

A: No.

Q: What characteristics in a vendor will bring the highest value to your organization?

A: We are looking to proposers to provide us with their best approach to satisfactorily achieve the outcomes specified in the request for proposals.

Q: Please define the key milestones that you want to achieve that may or may not be indicated in your RFP. Do you have other active projects that you may want to incorporate into your new web portal?

A: Please see the RFP, which explains Metro's intentions and project goals. We are looking to proposers to provide us with their best approach to satisfactorily achieve the outcomes specified in the request for proposals.

Q: Please describe any technical or legacy systems you wish to be compatible with and for what reasons they have value?

A: Metro's ongoing role in the website, as well as the role of other Intertwine Alliance partners, will be defined as part of the project. The project aims to incorporate the Open Trip Planner into a website for The Intertwine Alliance. More information about the requirements and features of the OTP software can be found at <http://opentripplanner.org/>.

Q: Please describe any existing applications which need to interface with the proposed system. Also describe the nature of the interface (i.e. reading data from another system, writing data to another system, etc.).

A: Please see the RFP, which explains Metro's intentions and project goals. The project aims to incorporate the Open Trip Planner into a website for The Intertwine Alliance. More information about the requirements and features of the OTP software can be found at <http://opentripplanner.org/>.

Q: Please describe the technology infrastructure you have available in-house or that you lease or house off site. Such as hosting contracts, data centers and available equipment or service provider intended for this initiative.

A: Please see the RFP, which explains the project goals. The project aims to incorporate the Open Trip Planner into a website for The Intertwine Alliance. More information about the requirements and features of the OTP software can be found at <http://opentripplanner.org/>. The first phase of the project will determine the technology infrastructure that will be used and the role of Intertwine Alliance partners in the ongoing hosting and maintenance of the website.

Q: Will the site be hosted on-site or off-site?

A: Off-site.

Q: Please describe data that you plan to manage and any challenges you anticipate with managing this data? Do you plan to incorporate a particular database management system (MySQL, Microsoft SQL Server, Oracle, etc.) into the solution?

A: Please see the RFP, which explains the project goals and the data sources that may be used and incorporated into the Open Trip Planner. The project scoping phase will determine which data sources to use and how they will be managed. More information about the requirements and features of the OTP software can be found at <http://opentripplanner.org/>. More information about Metro's GIS data layers can be found at www.oregonmetro.gov/maps.

Q: Please describe any special reporting, data visualization or statistical analysis required by the proposed solution.

A: Please see the RFP, which explains Metro's intentions and project goals. We are looking to proposers to provide us with their best approach to satisfactorily achieve the outcomes specified in the request for proposals.

Q: Do you have security and privacy requirements or protocols that need to be followed and if so please describe? Security level required for data management and hosting services?

A: This will be determined during the project scoping phase.

Q: What technology resources are currently in place and being used to support local businesses and their employees?

A: This question does not seem relevant to this RFP. Metro's ongoing role in the website, as well as the role of other Intertwine Alliance partners, will be defined as part of the project.

Q: Do you have expectations for implementing technology solutions to address programming needs and provide resources and support as it relates to the outcomes of this project?

A: Please see the RFP, which explains the project goals. The project scoping phase will be used to determine the appropriate technology solutions and the roles of Alliance partners in supporting the website after it is developed.

Q: Please indicate anything else that may not be in your RFP that we should consider as the selected vendor and collaboration partner for your project.

A: We are looking to proposers to provide us with their best approach to satisfactorily achieve the outcomes specified in the request for proposals.

Q: Order of priority High level features High level functionality

A: We are looking to proposers to provide us with their best approach to satisfactorily achieve the outcomes specified in the request for proposals.

Q. Can you speak to how much customization of OTP the selected vendor will be responsible for? We understand that we would be responsible for the look and feel but are unclear as to our role in customization of code and actual programming responsibility.

A. The consultant will be responsible for all customization of the OTP as defined in the first phase of the project.

Q. Do you have a sense of what level of effort will be needed to incorporate the desired Intertwine features into the OTP?

A. This will be determined during the detailed scoping phase of the project. Many of the desired features have already been developed for the OTP. Information about the current features of the OTP software can be found at <http://opentripplanner.org/>.

Q. Will the "Project Options" be selected as part of Phase 1?

A. Yes, project options will be defined and explored in Phase I, and an option will be selected at the end of this phase for development.

Q. Will you provide geo-coordinates for locations to be plotted on the map?

A. Metro has GIS data for area trails and parks that will be provided to the project. This data includes geographic information for trails and parks locations. Data for trail access points is not available and may need to be developed as part of the project. Vancouver/Clark Parks has similar information for parks and trails in SW Washington.

Q. Can you describe what the "Accessibility" portion of the site may look like, or how much information there will be?

A. No, an Access Recreation project is underway to gather information about the accessibility of area parks and trails. This project is also developing standards for how to communicate accessibility information. This project is happening concurrently with the Intertwine website development. During phase I the consultant will need to work with the Access Recreation project to understand how the two projects can and should work together.

Q. Have any of the alliance partners ever provided access to their databases prior to this project? If so, what type of access?

A. Yes, Metro provides access to GIS data layers through the Data Resource Center. There are subscription and free options. For more information on Metro's data resources, see <http://www.oregonmetro.gov/index.cfm/go/by.web/id=593>

Local governments in the Portland area provide a wide range of data to Metro. Vancouver/Clark Parks has provided Metro with access to their data in the past. TriMet routinely shares their transit data with Metro and with members of the public interested in developing transit apps.

Q. Project Management - can you clarify the "project stakeholders group" and what they will require of our project manager?

A. The project stakeholder group will review consultant deliverables and act as a liaison between the project their respective agencies. Metro, Vancouver/Clark Parks, Travel Portland and TriMet will have representatives on the project stakeholder group.

Q. Does the OTP allow "anyone" to upload enhancements to their repository, or do you have to become an affiliate or member?

A. Yes, anyone can and no membership is required. However, contributors need to meet the standards of the OTP which are described in detail on the Open Trip Planner developer website at <http://opentripplanner.org/>.

Q. Evaluation Study - Is this a requirement of the developer or will the alliance partners provide the feedback? Also, the estimate does not include additional revisions based on Task 5 feedback, unless they are code bugs. Should we provide a separate line item to cover the potential work from Task 5?

A. Yes, this will be a requirement of the developer. Task 6 includes making any revisions needed based on the evaluation study.

Q. Are there more details about your requirements (or flexibility) with server-side hardware, operating systems and languages.

A. No

Q. Does the budget outlined in the RFP cover hardware and hosting – or is this part of the ongoing maintenance package to be recommended during the initial phase of the project?

A. The budget needs to cover the hardware and hosting needed to launch the site. Additional investments in hardware and costs for hosting after the first year will be included in the maintenance budget.

Q. Does the Intertwine Alliance foresee the need for all Alliance members to have access to the CMS developed?

A. No, but it's likely that two or three organizations/members may need access to the CMS.

Q. Do all current Alliance members have API?

A. Not sure what you mean by this question in regard to whether the Alliance members have an API. The Open Trip Planner software current exposes a RESTful API (XML and JSON), which other apps or front-ends can build on, for more information see: <http://opentripplanner.org/>.

Q. Does Metro and the Intertwine Alliance have certain data feeds and datasets already in mind to be incorporated? If so, what are they?

A. Yes, at a minimum the datasets will include parks and trails data from Metro and Vancouver/Clark Parks. The project would also like to incorporate available data about parks and trails accessibility. The RFP includes a list of potential data sources. The first phase of the project will focus on finalizing the datasets that will be used.

Q. What is the goal of the Beta release as outlined in the RFP? Our team defines "user testing" differently from "Beta." What is outlined in the RFP implies something different.

A. The goals are to ensure that the Intertwine data is working properly with the OTP and that people are able to accurately plan trips. In addition, the project would like to include user testing of any site features or mobile apps developed through the project to ensure they are intuitive and easy to use.

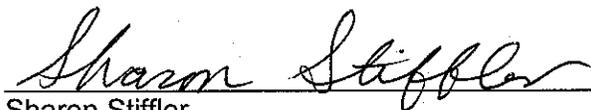
Q. The RFP outlines "list hourly rates for personnel assigned to the project, total personnel expenditures, support services, and subconsultant fees (if any)" in the budget section. Our firm doesn't charge clients by the hour but by the project. How do you like us to respond to this budget question?

A. Metro encourages proposers to submit fees, estimated costs, and hourly rates as requested in the RFP. This will allow for an equitable evaluation of all proposers.

Q. Regarding the target audience, do you have a written outline that documents the "next layer down" from existing advocates (as outlined in the Addendum One)?

A. No.

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