



## Addendum Two / RFP 12-2087

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### RFP 12-2087 ON-CALL PLANNING, LANDSCAPE DESIGN AND TECHNICAL SERVICES

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

1. Does Metro currently have on-call contracts like the ones described in the RFP?

**Answer:** Yes

2. If so, which firms are currently on the roster for **civil engineering**?

**Answer:** Some firms may have civil engineering; however that is not one of our service categories requested.

- How much work (dollar amount) was awarded under the on-call?

**Answer:** \$100,000

- The last time the on-call was awarded, how many firms submitted and how many were selected?

**Answer:** For all categories a total of 61 submitted 52 were awarded

3. Which firms are currently on the roster for **land use planning**?

**Answer:** EAS Adolson and Winterbrook Planning

- How much work was awarded under the on-call?

**Answer:** Work on the land use planning contracts ranged from approximately \$20,000 to \$70,000

- The last time the on-call was awarded, how many firms submitted and how many were selected?

**Answer:** 9 submitted 7 were awarded

4. Is Metro looking for NEPA experience with particular federal agencies (e.g., FHWA)?

**Answer:** Metro works with multiple federal agencies that require NEPA compliance for program funding.

5. In Section VII.D.1., "Comprehensive Land Amendment" is listed; is that meant to be Comprehensive Plan Amendment?

**Answer:** Yes, requirement should read, 'Comprehensive Plan Amendment'.

6. The RFP does not state that a local presence is required, but will that be a factor in selection?

**Answer:** Metro does promote the use of local business; however we do not have a local bid preference.

7. If a proposing firm lists projects completed more than five years ago, would that project experience be considered in selection – or must the proposal include ONLY projects conducted within the past five years?

**Answer:** Recent relevant experience is of the highest interest. Additional project experience will be considered.

8. Specific to the Soft Trails Design category, should our team include personnel to provide survey, geotech, and/or environmental services (as may be needed for feasibility analysis and/or trail design) or will Metro issue separate work orders to those consultants for services that overlap with other categories covered by this RFP?

**Answer:** We would issue separate contracts for survey, engineering and environmental.

9. Please confirm whether the intent is for proposers to submit one proposal inclusive of all categories for which they desire consideration (w/ a separate Attachment B and set of resumes for each category).

**Answer:** Correct

• Assuming the above:

o Is the 15-20 pages fixed regardless of the number of categories for which a proposer submits?

**Answer:** Yes. Proposals should be concise. Per IX: Biographies, resumes and brochures are not included in the page count.

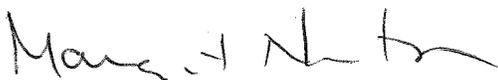
o Is it acceptable to provide multiple sample work plans to best address the specific needs of each category?

**Answer:** Yes. That would be appropriate.

• IX. C. states that proposals must identify a single person as project manager. Does Metro desire a single project (or contract) manager to be the primary point of contact across all categories/disciplines, or may a single person be identified for each discipline?

**Answer:** Firms proposing on multiple disciplines should identify a main point of contact in their transmittal letter. Project managers for each discipline should be included in the transmittal letter per IX.A. Project managers should also be listed on each 'Attachment B'. Discipline Project Managers should be knowledgeable and capable of leading project.

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Margo Norton

Finance and Regulatory Services Director