

Santa Fe MPO – Metropolitan Transportation Plan Update

RFP '14/31/P

Date: March 13, 2014

Listed below are the questions that have been raised concerning the aforementioned RFP.

QUESTION 1.

Please clarify whether the resulting contract will be fixed price, time and materials, or cost plus fixed fee.

ANSWER 1.

The contract will require the consultant to provide invoices that break out costs per task completed.

Question 2.

The Submittal Requirements on page 15 require proposers to submit a statement disclosing any "early termination from a contract in the last 5 years." Is this statement intended to include contracts that have been terminated for the client's convenience, or is it limited to contracts terminated for cause?

Answer 2.

Any termination.

Question 3.

Will the terms of the sample contract attached to the RFP be negotiable? Is the proposer required to submit exceptions in order to reserve the right to negotiate?

Answer 3.

The terms of the sample contract are negotiable. The proposer is not required to submit exceptions in order to reserve the right to negotiate.

Question 4.

Would it be acceptable to present required information in our proposals in a manner that doesn't correspond with the order as shown on pages 14 and 15 of the RFP? For example, can we combine the Understanding of the Project, Technical Competence, and Innovation and Creative Approach in one section?

Answer 4.

Yes.

Question 5.

Do front and back covers, cover letters, table of contents, and lists of tables/figures count toward the page limit?

Answer 5.

No.

Question 6.

Can we include résumés and/or the bank letter of reference in appendices? If so, please confirm that these will not count toward the page limit.

Answer 6.

Yes.

Question 7.

Can font smaller than 12 point be used in tables and graphics?

Answer 7.

Yes.

Question 8.

Do subconsultants need to provide the following?

- a. Information on all settled adverse claims, disputes or lawsuits with an owner or a project;
- b. Description of OSHA violations, worker's compensation claims or safety claims;
- c. Description of any state licensing violations; and
- d. Letter of reference from the proponent's bank.

Answer 8.

No.

Question 9.

Can the budget be on an 11x17 sheet of paper, if needed?

Answer 9.

Yes.

Question 10.

Please confirm that we can include 2 additional pages for each subconsultant we're proposing, i.e., if we propose 3 subconsultants we can include an additional 6 pages, 2 for each. Should these additional pages be included as an appendix or within the main body of the proposal?

Answer 10.

Yes. You may choose to place subconsultant information in the main body or appendix which ever your firm deems appropriate.