

**RFP 19-013
ON-CALL PROFESSIONAL TRANSPORTATION PLANNING SERVICES**

Addendum #1

Date 4/25/2019

Note – This is the answers to all questions received by the deadline. No further questions shall be answered.

All potential proposers are directed to the RFP document for guidance on answers to any other questions.

Questions/Answers in BOLD

1. Who are the incumbents are on this contract?

RFP 19-013 “On-Call Professional Transportation Planning Services” is a new procurement and not associated with any prior pre-qualification. As a result, there is no incumbent. COG has worked with numerous consulting firms on individual projects/engagements, including through an on-call contract for transportation modeling support.

2. Is this advertisement (RFP 19-013 On-Call Professional Transportation Planning Services) the same as the one we are pre-qualified for? Or is this a different pre-qualification??

RFP 19-013 “On-Call Professional Transportation Planning Services” is a new procurement and not associated with any prior pre-qualification. Pre-qualifications to provide technical assistance for projects through the Transportation/Land-Use Connection Program are separate and not applicable to RFP 19-013.

3. Are bidders allowed to submit for portions of the project, or must be responsive to all aspects. For example, on page 5 where the minimum requirements are listed, can a bidder be responsive for some elements rather than the entire list.

The intent of this RFP is to hire a single entity to provide the full range of required services. Section II of the RFP states, “COG intends to issue a single-award indefinite delivery/indefinite quantity (IDIQ) master contract to a qualified firm to provide a broad range of professional planning services on a task order basis. However, COG reserves the right to issue multiple awards to ensure that the full range of services can be provided under this master contract.” As a result, the capability of an offeror (whether a single firm or team of firms) to provide the full range of services will be an important consideration in contractor selection. Therefore, bidding on only a portion of the requirements is discouraged but not specifically prohibited.

4. Page 6, #28: Is there a more detailed description of the tasks under membership coordination and support?

“Membership coordination and support” was identified as an expected competency of contractor personnel, not necessarily as a service to provide. The Metropolitan Washington Council of Governments is a membership organization composed of member local governments. One of the key activities within COG and in particular within the Department of Transportation Planning is supporting numerous committees whose members are representatives from member governments and other agencies. While we do not anticipate task orders requiring direct committee support, it is essential that the selected firm/team understands the membership-oriented nature of our work and recognize that we work in a client-driven environment.

5. Page 9, Section 1b mentions the required 2-page resumes for key personnel. If resumes are excluded from the 10-page limit within this section, shall we assume that the 10 pages are only for the scope of work write-up?

Yes. While resumes are required (no more than 2-pages each), offerors are also asked to provide narrative demonstrating the qualifications of their firm/team and its personnel. That narrative shall be limited to no more than 10 pages.

6. Page 11, D. Cost Proposal: Should a separate cost proposal be provided for each firm individually or does MWCOG want one proposed labor rate approach for the entire team?

COG requests one proposed labor rate approach for the entire team. It is further noted that Page 7, Section V-A states “Individual task orders will be awarded under the master contract and will be issued as firm fixed price task orders unless otherwise specified in the individual task order RFPs.” Thus, one of the primary purposes of the cost proposal requirement is to provide COG with the ability to evaluate the value being proposed by each individual offeror.

7. Do you have any requirements on rates, including overhead caps, profit caps, FAR compliance, etc.?

Proposed rates should be fully burdened to include OH and profit. If they do not include profit, the cost proposals should state that profit is not included in the proposed rates.

COG follows its own procurement rules as provided at <https://www.mwco.org/documents/2018/10/11/cog-procurement-policy-bids/rfps/>

8. You express an intention to issue a single IDIQ award but allow for the possibility of multiple awards. If the latter, will every awardee have to be able to supply the full range of services described? Will each awardee be required to meet the DBE participation goals?

COG intends to make a single award; however, if in its judgment, COG believes no single offeror adequately demonstrates the capability to provide the full range of services, additional awards may be made to ensure the full range of services can be delivered.

All awardees will be expected and required to meet their stated DBE goals as per their submission and the requirements of the RFP. RFP scoring includes up to 15 points for DBE participation. Failure to meet the goals submitted in the proposal could result in cancellation of the contract.

9. MWCOG maintains a list of prequalified consultants for the Transportation Land-Use Connections program. Will future TLC projects be awarded through this new IDIQ instead?

No changes in how future TLC projects are awarded are anticipated at this time.

10. May we add Appendices or Attachments to our proposal submission in order to address requirements that are not covered in the Proposal Format and Content section of the RFP (Section VII. Page 8 - 11)? For example, the description of the proposal format does not include the DBE participation plan; may we attach it as an Appendix to our proposal?

Yes, offerors shall include their DBE participation plan as an appendix in their proposals. If it is believed there are other requirements in the RFP that offerors believe are not accommodated in the proposal submission instructions in Section VII, offerors may include attachments/appendices. These supplemental items may not be used to amplify the narrative bound by page limits identified in Section VII.