



National Capital Region  
Transportation Planning Board

**RFP 19-015  
DEVELOPING THE COG/TPB GEN3 TRAVEL DEMAND FORECASTING MODEL**

**Addendum #2**

Date 6/13/2019

**NOTES:**

- 1. THE NEW RFP DEADLINE IS JUNE 26, 2019 AT 2:00 PM EDT.**
- 2. ALL PROPOSERS ARE REMINDED TO REGISTER IN THE MAPT VENDOR REGISTRATION SYSTEM IN ADVANCE OF THE DEADLINE TO MAKE SURE THEY HAVE ACCESS TO UPLOADING THE SUBMISSION DOCUMENTS. PLEASE SEE THE RFP FOR INSTRUCTIONS.**
- 3. NO MORE QUESTIONS CAN BE SUBMITTED, AND NO MORE ADDENDUMS ARE PLANNED AT THIS TIME. PLEASE USE THE RFP AND ADDENDUMS 1 AND 2 AS THE GUIDE IN CREATING RESPONSES.**

**A. QUESTIONS AND ANSWERS**

- 1. We respectfully request an extension to the originally scheduled due date of Friday June 21st.**

We agree to a short extension for all responding firms. **Under the revised deadline, proposals shall be uploaded no later than 2:00 p.m. EDT on Wed., June 26, 2019.**

- 2. The Standard Terms and Conditions contained in (RFP) Attachment A do not include insurance requirements. Will insurance requirements be made available for review so as to ensure proposers include a compliant Certificate of Insurance in their proposal?**

See Question 4.c.

- 3. In Addendum #1, MWCOG notes the inclusion of a new Section 3 Proposal for Gen3 Model. Does the addition of this section result in changes to the method of proposal evaluation and section (as noted on page 42 of the RFP)? If so, will MWCOG please release revised scoring methodology and weights information?**

The method of proposal evaluation and selection in Section XIV of the RFP is kept intact.

**4. Page 37 of the RFP states that three attachments and a proposal form need to be submitted.**

**a. The proposal headings show the Proposal Form and checklist after the letter of interest. Are the other three forms included as an appendix?**

Please include the checklist (p. 47 of the RFP) and Attachments A, B & C as one separate, uploaded file attachment, named **RFP 19-015 Attachments\_<firm name>**.

**b. Does the proposal form include pages 47 and 48?**

Yes, both pages should be together, signed and attached to the front of the proposal.

**c. The proposal form checklist includes “Accord Form – Certificate of Insurance provided as per the Terms and Conditions”. Is this page 48 or are you expecting actual Certification of Insurance? I don’t see any reference to insurance requirements in the terms and conditions.**

An Accord Form providing proof of insurance is required with the proposal submission.

The following are COG’s insurance requirements that should be added to the Terms and Conditions Section XIX. Attachment A as FF.

*FF. Insurance Requirements*

1. *Contractor shall obtain, and at all times keep in effect, Commercial General Liability Insurance in the amounts listed below for its activities and operations. The insurance shall include coverage for personal injury, discrimination and civil rights violation claims. All such insurance shall name MWCOG as ADDITIONAL INSURED. A copy of the certificate of insurance shall be filed with MWCOG prior to the time any services are rendered. Contractor shall maintain coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate and \$500,000 for property damage. Coverage shall be written on an occurrence form (Accord Form).*
2. *Contractor shall obtain, and at all times keep in effect, automobile insurance on all vehicles used in this Contract with MWCOG to protect Contractor against claims for damages resulting from bodily injury, including wrongful death, and property damage that may arise from the operations of any owned or hired automobiles used by Contractor in connection with the carrying out of this Contract. All such insurance shall name MWCOG and/or individual members, their employees, and agents as ADDITIONAL INSURED.*
3. *Contractor shall, upon request, provide MWCOG with certification of Workers’ Compensation Insurance, with employer’s liability in the*

*minimum amount required the governing jurisdiction's law in effect for each year of this Contract.*

4. *All insurance policies shall have a minimum 30 days' notice of cancellation. Immediate written notice to MWCOG and members involved in the contract shall be required in the event of cancellation or restriction by the insurance company of any insurance policy referred to in this section.*
5. *When insurance coverage is renewed, Contractor shall provide new certificates of insurance prior to expiration of current policies to all contracting agencies.*

- d. The terms and conditions also include a signature page (page 50). How is this to be submitted? Do you need only this page or a full copy of the terms and conditions included in the proposal? Where should it be included in the proposal?**

Signed and included with the entire Terms and Conditions section as per Question 4.a in this document as a separate attachment.

- e. Part 4 of the Technical Proposal section includes references. Should the appendix D form be included in this section or as an appendix to the proposal?**

Please use the Attachment C and include as per Question 4.a with other Attachments as a separate uploaded file.

- 5. The RFP does not reference how or if regional and jurisdictional stakeholders will be engaged or informed about the Gen3 model design, tasks, status and results. For previous task order contracts, this has been done at each Travel Forecasting Subcommittee meeting.**

- a. Do you expect the consultant to make regular presentations and submit status reports to the TFS?**

Yes. The consultant will be asked to give regular status reports to the TFS, including answering questions posed by the TFS. These meetings would be in addition to any project-management check-in meetings with COG/TPB staff. The TFS meets every two months.

- b. Do you anticipate presentations to the TPB?**

There could be infrequent presentations to the TPB, about one or two per year, but these might be done by COG/TPB staff.

- c. Do you anticipate working meetings with modelers from state/federal agencies, member jurisdictions and transit agencies to guide the model designs, review calibration and validation results, or be trained in model applications?**

It is essential that modeling stakeholders be kept up to date with developments. This would happen primarily via presentations to the TFS, but we cannot entirely rule out the option of forming/using a working group. Nonetheless, the primary

responsibility for guiding model design and reviewing calibration/validation results would rest with COG/TPB staff. As noted in the RFP, COG/TPB staff expect the consultant to provide some basic training on using the new model.

**d. How much training for TPB staff do you expect? How much of this is expected as part of Gen3 vs. Gen4?**

Within the budget of this RFP, COG staff expects, at minimum, basic training for the Gen3 model, including explaining key model inputs and outputs, and model components. The training must also include some guidance for conducting model runs for the Air Quality Conformity Analysis and some common project planning studies, such as transit sub-mode or corridor studies.

- 6. On page 39, the RFP states: “In Section 4. References of the contractor and any subcontractor(s) (no more than 1 page of narrative, excluding completed Attachment D Form),” which refers to an “Attachment D Form,” but no such form is provided in the RFP. Pls confirm whether this form is required and, if so, where it may be found. Also, pls clarify whether bidders need to include a completed Attachment C—References in their submittal.**

Please use Attachment C for the References and see Question 4.a for submissions instructions.

- 7. On page 38, the RFP states that in Section 1. Qualifications of the Firm and Key Personnel, “This section of the proposal should also note the degree to which the listed staff have availability during the period of the contract (e.g., estimated percentage that key staff would allocate to this project versus other projects they have).” However, on page 39, the RFP states in Section 3. Project Management, “Timely completion of the Gen3 Model development is of critical importance. Offerors are to provide a brief description of their current projects and the availability of key personnel proposed to support the Gen3 Model development project.” Please clarify which section of the proposal bidders should include information on the availability of key staff for the proposed project.**

RFP responses should provide the requested information in Section 3. Project Management.

- 8. On page 37 of the RFP, it states “The [cover] letter should also include a statement by the Offeror accepting all terms and conditions contained in this RFP,” but on page 40, it states “Proposers should note any exceptions of the RFP specifications or terms and conditions on a separate sheet marked exceptions attached to the Proposal Form. Exceptions taken do not obligate COG to change the specifications.” Please clarify whether MWCOC will consider exceptions submitted with the proposal.**

MWCOC will evaluate any exceptions and determine whether they are acceptable or not and, in some cases, they may result in the consultant being disqualified. This is determined on a case-by-case basis.

The terms and conditions are drawn up based on FTA, FHWA and MWCOC’s requirements and it is strongly recommended that proposers accept the terms and conditions as spelled out in the RFP.

- 9. I have a question about public transit assignment running times for both ver. 2.3.75 and ver. 2.5.13A. I am aware that the entire model running times for 2.5.13A is 1.8 times to the**

**ver. 2.3.x based on Ron Milone's presentation at TFS meeting on May 17, 2019. However, I could not find the public transit-specific information. Could you please inform me the information?**

The runtimes of the transit assignments in Ver. 2.5 and Ver 2.3 are comparable.