



Metropolitan Washington  
Council of Governments



National Capital Region  
Transportation Planning Board



## ADDENDUM 4 3/15/2021

### Questions and **Answers**

1. Regarding the attached insurance requirement included in the TLC RFQ, can you please clarify if a sample COI that shows our limits is acceptable, or if an actual COI that names MWCOG is required at this stage? Typically, for proposals, we include our sample COI and indicate we can meet insurance requirements. And then if/when we are selected, we will issue the COI that lists the client and the additional insured, etc.

**Provide the Acord form showing your insurance coverage. MWCOG does not need to be named.**

2. In the list of Planning Project Categories on pages 3-4 of the RFQ, bullet #7 “Transit demand and feasibility analysis” and bullet #9 “Transit demand analysis” seem to address the same project type. Is there an additional project type intended here?

**No, these criteria can be considered to be essentially the same.**

3. Please elaborate on the second bullet under Design Project Typical Tasks: “Engineering systems descriptions and analyses.” Does this refer to engineering systems of buildings/facilities or sites/districts?

**TLC projects have used both types of engineering skills in the past. Because this language is general, the respondent may choose to provide information based on either or both approaches.**

4. Please clarify where the Management Approach should be described in the proposal: Should the Management Approach & Cost Considerations information required in Section V, Section B be provided under the F. Cost Proposal heading listed in Section VI, Proposal Document Organization, or elsewhere?

**Use the organizational structure in Section VI, but be sure to include the information specified in Section V. The information specified in Section V.B. (Management Approach) may be included in Section F. Cost Proposal.**

5. On page 6 of the RFQ, it is stated we need to include a Management Approach & Cost Considerations. Can you please indicate where the Management Approach & Cost Considerations be placed?

**See Question 4 above.**

6. Are you seeking teams qualified in all the bulleted *Project Categories* (pg. 3 RFQ), or are you seeking firms that have specific experience in a focused set of some the Project Categories (but not necessarily all)?

**As the RFQ states, the specified project categories are representative of the types of TLC projects that have been funded in the past. The RFQ states that we are seeking firms with varying skillsets, but does not specify that we are seeking firms that would qualify for all the categories identified.**

7. In the RFP, section V and VI are somewhat conflicting about the prescribed structure of the final submission. Our working assumption is that the actual submission document should be structured in accordance with section VI of the RFP, using the headings A. - G. found on page 7 is this correct?

**Yes, as the RFQ notes, please use the organizational structure in Section VI, but be sure to include the information specified in Section V.**

8. On page 7, section VI outlines headings A. - G. as the prescribed structure of the final submission. Under which of these sections should the “Management Approach” (required per section V. B. of the RFP) be located?

**See Question 4 above.**

9. On page 7, section VI outlines the submission structure which includes “B. Response Form and Checklist (Section XIV).” Should this say “Section XIII” to reflect the forms on pages 12-13?

**Yes, that is correct**

10. We assume that our signed Attachment B should go in section “B. Response Form and Checklist” of our final submission. Is this correct? If not, please specify where this form should be located in our final submission package.

**Yes, that is correct.**

11. The Response Form checklist asks for Proof of Insurance as the fifth item. For this submission, do you require the actual Certificate of Insurance to be included in our final document? If so, should we include the COI in Section B? Please clarify.

**See Question 1 above.**

12. We are presuming (based in part on the DBE guidance in the RFP) that, as in the past TLC programs, you are still seeking qualified firms that could combine to form teams on individual applications (based on the needs of each task). Given the deadlines, we are preparing a submission based on that presumption. If you are only seeking fully formed teams expected to cover all possible needs (including all specialties and DBE goals without additional teaming arrangements at time of responses to individual tasks), we would suggest an extension to allow the marketplace to react to that position.

**Yes, that is correct. The RFQ does not specify that submissions would include teams. Further, there will be no consideration of DBE points in the selection of firms through RFQ. Rather, as noted in the RFQ, DBE points will be considered in the selection of firms for task orders to perform individual projects.**

13. The RFQ states we should provide “fully burdened hourly rates for all personnel that may be made available for projects.” Can the fully burdened hourly rates be made by staff classification or would you prefer we identify the names of all personnel that may work on the projects?

**Please provide rates by labor category.**

14. On page 6 of the RFQ, Item C. References, number 3.

The item includes “(Please attach to reference form)”. What should be attached to the reference form? A list of COG-related work, or another preferred format?

3. References should include past COG-related work in which key personnel have served

**Please enter the information in the reference form Attachment C.**

15. Can consultants submit as a prime and as a subconsultant on other teams?

**Yes. Be aware COG is not qualifying subcontractors at this time.**

16. Should we include all subconsultants in our proposal now or can we add subconsultants at the task order proposal stage?

**Add subconsultants at the task order proposal stage.**

17. At the task order stage:

a. Will COG specify the available budget for each task order?

**To be determined at task order release.**

b. Will all tasks be competed among multiple consultants or could some tasks be assigned to one consultant?

**For the most part, COG staff expect to seek proposals for task orders from multiple consultants who have been qualified through this RFQ. However, in cases in which only one firm has expressed interest in submitting a proposal or when only one firm has been deemed qualified to perform the project, COG staff may solicit only one proposal.**

- c. For competed tasks, will consultants be evaluated on technical qualifications, cost or both?

**Both technical tasks, DBE and pricing will be factors.**

18. Should the requested hourly rates be provided for individual staff or for classifications of staff (i.e. engineer, planner, project manager, ...)

**See question 13 above.**

19. Will consultants be allowed to adjust the contract rates on an annual basis?

**Yes, the master contracts will provide a way to submit rate escalations.**

20. Will task orders be billed on an hourly or lump sum basis?

**Typically a not to exceed budget.**

21. Do you want a team to perform all categories or is it okay to pursue a subconsultant at the time of the task order release?

**Subconsultants can be submitted at the time of the task order releases. It is not necessary to provide list of consultants at this time.**

22. We are a full-service marketing and communications firm with meaningful experience developing and executing public awareness and behavior change campaigns. Based on the background shared regarding the TLC program, do you anticipate a need for support focused on outreach activities and/or marketing and communication strategies to proactively share information with local leaders, professional planning staff and other stakeholder to address their concerns (related to traffic impacts, affordable housing, and changes in community identity)? Please clarify that a marketing and communications firm is relevant to the anticipated needs of this contract and is eligible to respond.

**Please review the information provided in the RFQ regarding the types of services the TLC Program requires. If you believe your firm is qualified to provide these services, you may want to consider submitting a response to the RFQ. We are not in a position at this time to further elaborate upon the information/services in the RFQ.**