

Rail Study RFP Questions from Consultants

1. Do firms need to complete and include the Proposal Submission Checklist in the proposal?

No, the checklist is not required and was included for the applicants to use as an organizational tool.

2. The Proposal Checklist references a “federal Contract Clauses Professional and A&E More than \$250,000” document that must be submitted. Is that document the same as both the “Certification and restrictions of Lobbying” and “Government-Wide Debarment and Suspension” forms. Or is there another document that should be signed and submitted?

Yes, “Certification and Restrictions of Lobbying” and “Government-Wide Debarment and Suspension” forms are included in the 12 pg. form titled “PROFESSIONAL AND A & E MORE THAN \$250,000 and are required to be submitted.

3. Please confirm that CWTA wants two sets of all required forms: 1 original and 1 copy.

Yes, two sets of all forms are required. See the Proposal Submission Checklist on page 31 of the RFP.

4. IF CWTA requires two sets of all required forms, should both sets be included within the technical proposal?

The two sets of required forms may be sent within the same envelope as the main technical proposal.

5. Are any forms required for subcontractors?

Not as a part of this submission, however the winning bidder will be required to follow all Michigan Department of Transportation procurement guidelines.

6. Are there Disadvantaged Business Enterprise (DBE) requirements for this project?

There are no Disadvantaged Business Enterprises (DBE) requirements.

7. Will Cadillac/Wexford Transit Authority consider an extension to Friday, 3/29? Given the physical submittal component, the proposal development window is compressed to allow for shipping the proposal the week prior to the deadline.

No, the deadline will not be extended.

8. Flash drive use is against our company cybersecurity policies, will Cadillac/Wexford Transit Authority accept an emailed copy of the proposal in lieu of the physical submittal with hard copies and flash drive?

Yes, we will accept a PDF submitted via email or file sharing. However, note that the hard copy is still required to be in hand by the deadline.

9. Is the Contractor limited to one person per public engagement meeting?

No.

10. As this is a priced proposal, can an estimate be provided on the number of public meetings – both in-person and virtual?

We estimate potentially up to two meetings in four locations along the line in-person and potentially two virtual meetings over the study period. This number could vary depending on need.

11. As this is a priced proposal, is a new presentation expected for each meeting?

Not necessarily. There will likely be an initial set of meetings early in the plan and a final set of meetings at the end to present results. As an example, if the final study results are being presented to four communities, a similar presentation can be used at each meeting. However we leave this up to the bidding company to determine the best approach.

12. As this is a priced proposal, what other public meeting materials are anticipated beyond a presentation?

Any additional materials are welcome but not required.

13. Is equipment/fleet analysis part of the scope of work?

As noted on page 13 of the RFP, item H specifies that the Preliminary Economic and Financial Analysis shall “Develop a preliminary economic and financial analysis to better understand the financial feasibility of service in the overall corridor as well as for segments within the corridor.”

Equipment/fleet analysis should be examined to the extent is necessary to fulfill the study’s Scope which can be found starting on page 11 of the RFP.

14. Will capacity / load on vehicles need to be examined?

Capacity and load analysis would need to be examined to the extent it is relative to fulfilling the Study’s scope which can be found starting on page 11 of the RFP.

15. How many horizon years will there be?

The time horizon for forecasts will be determined during the study process in collaboration with the planning team.

16. Will the consultant need to estimate and examine park-and-ride lot use for any/all stations?

Park-and-ride lot examinations are not required but should be included if needed to fulfill the broader scope of the study.

17. Can access be provided to the previous Compass travel demand model used in the ridership analysis?

Any portion of the last study that we have access to, we will share. If more information is needed, it can be requested from the 2018 study team. However, there may be some portions of the study that we cannot access due to ownership.

18. Are price proposal documents to be provided separately and opened separately from technical proposals to avoid low bid bias in a Federal QBS structured procurement?

Proposer must attach a detailed, itemized, cost breakdown. Price Proposal Form and attached cost breakdown must be submitted with the proposal in a separate, sealed envelope as referenced in the Price Proposal Form found on page 34 of the RFP.

The form may be included in the same package but the Price Proposal must be in its own sealed envelope.

Please see Evaluation Criteria on page 20 of the RFP for how price will be evaluated.

19. Referencing Section 3.1.F Conditions, Exceptions, and/or Deviations to Product or Services, page 17: Will CWTA be open to potential modifications to the RFP that would benefit the project and/or terms/conditions to be discussed with the entity during negotiations after selection?

At a minimum, the basic requirements of the RFP need to be met in order to be considered.

20. Will question responses be distributed in email to the individuals that submitted questions via email?

No. As stated in the RFP on page 7, "All questions gathered will be answered by 03/08/2024 on CWTA's website."

- 21. The terms and conditions listed in the RFP are directly for the 3rd Party Subagreement between the Successful Proposer and CWTA. Will the terms and conditions from the Contract between CWTA and MDOT include flow-down terms to the subagreement be shared with the Successful Proposer? And at what time will they be shared?**

The successful proposal will have the ability to review the 3rd party contract before signing and entering into a final agreement.

- 22. Will a progress-based invoice schedule be acceptable?**

Yes, progress payments are customary in this type of contract.

- 23. Referencing Section 5.5 Indemnification – Based on MCLS § 691.991 and the limits afforded to professional engineers therein regarding indemnity obligations, will CWTA consider revising section 5.5 Indemnification to make it proportional to the Contractor’s negligence (I.E., ...damage to persons or property of any kind whatsoever arising out of, or resulting from, to the extent caused by the negligent acts, errors or omissions of the Contractor...)?**

RFP guidelines will be followed as stated.

- 24. Referencing Section 5.8 notes that “CWTA’s liability is, in the aggregate, limited to the total amount payable under this Contract.” Can this section be modified to include that the successful proposer also share the limit of liability?**

RFP guidelines will be followed as stated.

- 25. Referencing Section 5 Terms and Conditions, can a clause be added to provide a mutual waiver of consequential damages?**

RFP guidelines will be followed as stated.

- 26. Under Section 3, C. Qualifications, Experience, and Capacity, it asks proposers to “Provide a list of projects (with dates) successfully completed in the past five (5) years”. Is this list to be inclusive of projects outside the scope of work? Also, if projects are directly related to the scope, such as General Engineering Contracts, that have been extended/continuations and ongoing, can we include in the list even if they are not technically “complete”?**

Studies can be on-going and should include projects related to the scope of work. It is not necessary to include projects outside the scope of work. The list does not need to be exhaustive.

- 27. Also, Under Section 3C, it asks proposers to “Provide credentials (resume) of each proposed project team member”. Are you requesting resumes for each person shown in the org chart, or just key personnel?**

As noted on page 16 of the RFP, resumes of key personnel are those individuals that are “assigned to this project.” It is only necessary to provide qualification for those who will be actively participating in the project.

- 28. For the Price Proposal, are direct cost subconsultants allowed?**

As indicated on page 17 of the RFP, section 3.2 A “An itemized, detailed cost breakdown must be attached to the Price Proposal Form. The cost breakdown must include labor costs and time by staff, as well as overhead, travel, and other costs for completing the work outlined in this RFP.” These costs could include any subrecipients that the firm may use.