

Nashville Area Metropolitan Planning Organization
RFP#: MPO2011-001: Data Collection Activities for Regional Planning Models

FINAL WRITTEN QUESTIONS & ANSWERS (JULY 19, 2011)

1. Page 19 of the RFP provides the Small and Disadvantaged Business category with a max score of 10 points. If a proposer is granted the maximum number of points for its proposed small business participation, then there are no additional points available for adding DBEs to the team. Is this correct?

Correct. If a proposal reaches the maximum number of points based on its participation of small business, then no additional points will be awarded for meeting the requirements for DBE participation. The requirement for DBE participation, as described in the RFP, is still in effect even if a proposal reaches maximum points as a result of its small business participation.

2. Item 1A under Section 4.2, page 12 indicates that no former employee may have any interest, direct or indirect in this project for one year after leaving. Could this exclude their current firm from pursuing? Or, would they only need to exclude the employee from participating in the pursuit?

No. Firms will not be excluded from responding to the RFP solely based on the employment of a former employee of the MPO, MPC, or one of the MPO's member governments. Firms may be excluded for employing a former employ of the MPO, MPC, or one of the MPO's member governments in the case where that employ had a function or responsibility with respect to the work identified in the RFP during his/her tenure or for one year thereafter.

3. In preparing the RFP, may we have access to the most recent model documentation?

Yes. Documentation for the model, as well as the final report from the 1998 Household Travel Survey effort, has been posted to our website at:

http://www.nashvillempo.org/public_notices/contracting_opps.aspx

4. If a consultant team includes a company that qualifies as a small business and a DBE, will that company meet both of the requirements?

Yes. A company/ firm that qualifies as both may meet all requirements. There is no requirement that more than one firm be used to meet the small business and DBE requirements.

5. Can you furnish a list of vendors registered as a small business or DBE?

Yes. A list of vendors can be obtained by contacting:

John Irvin
Business Development Officer
Office of Minority and Women Business Assistance
Metropolitan Government of Nashville and Davidson County
john.irvin@nashville.gov
(615) 862-5461

6. In preparing a project schedule, what should we assume as the start date (i.e., target date for the notice to proceed)?

While a specific start date is difficult to predict, please base your project schedule on an anticipated start date of October 1, 2011.

7. What is the budget for this study?

To date, approximately \$1.1 million has been identified in the MPO's FY 2012 budget for this effort. Funding is being provided the Nashville Area MPO, the Clarksville Urbanized Area MPO, and the Tennessee DOT through grants from the Federal Highway Administration and Federal Transit Administration. The final project budget may grow or shrink due to a variety of factors.

8. Given that multiple agencies are funding this study, will there be sample size requirements for each agency with a financial contribution to the effort?

Sample sizes will not be dictated by the size of the financial contribution of participating agencies. The sampling plan will be developed to most efficiently meet the research objectives.

9. Will the selection committee hold in-person interviews as part of the selection process?

There is a high probability that the selection committee will choose to interview the top three firms/teams, as determined by the process defined in Section 5.2 of the RFP.

The MPO has identified August 23rd as the date of in-person interviews should they be necessary. Consultant teams are strongly encouraged to hold that date open until after interviews are announced.

The MPO reserves the right to interview more or less than three proposal teams, or not to conduct interviews at all.

10. The MPO has mentioned that enhancements recently have been made to the freight component of the regional travel demand model. Is the organization satisfied with those enhancements?

Yes. The MPO is satisfied with recent improvements to freight submodel and expects the work to be useable as the regional model continues to evolve.

11. Will firm(s) and/or individuals hired to carry out the activities of Task 2. Travel Demand Model Consultation be precluded from competing for subsequent modeling efforts?

No. Firm(s) and/or individuals hired to do work as part of this contract will not be disqualified from competing for future contracts so long as those firms and/or individuals do not participate in the development of RFPs or RFQs soliciting the subsequent work.

12. Where should questions be directed after the July 12th Pre-Submittal Conference?

All questions are due in writing by 10 AM CDT, July 19, 2011. Questions must be submitted to skipper@nashvillempo.org or by mail to:

*Michael Skipper
Nashville Area MPO
800 Second Avenue South
PO BOX 196300
Nashville, TN 37219*

13. The attachment referenced on page 13 requiring proposers to provide a list of proposed small businesses is not attached to the RFP document. Will you provide that attachment?

Yes. We have posted a revised RFP packet to our website. For your convenience, we also have posted a link to Attachment 7 List of Proposed Small Businesses.

14. The RFP requires that the proposer discuss its ability to complete data collection by late Spring 2012. This also was discussed during the July 12th Pre-Submittal Conference. Will you clarify what you consider to be "late Spring"?

Yes. Please prepare a schedule and budget that demonstrates the completion of data collection on or around June 1, 2012. While the possibility exists that data collection could continue into Fall 2012, all proposers must submit a proposal that complies with the RFP's request to have data collection complete by late Spring 2012.

The deadline for QUESTIONS was 10 AM CDT ON JULY 19, 2011.

PROPOSALS are due by 2 PM CDT ON JULY 29, 2011.

GOOD LUCK!