

METROPOLITAN TRANSPORTATION COMISSION
ON- CALL CONSULTANT ASSISTANCE
ELECTRONIC PAYMENTS SECTION IMPLEMENTATION AND OPERATIONS RFQ

Proposer's Conference March 5, 2013
and Requests for Clarifications and Exceptions

Questions and Answers, February 27 – March 12, 2013

- Q1: I am unable to attend the Proposer's Conference. Will transcripts of the event be available?**
- A1: Transcripts will not be available, but Q&A documents including all substantive questions posed at the conference and received via email will be posted to the website once the closing date for clarifications/exceptions has passed.
- Q2: May a Proposer submit to only one task in a Service Category, or must they submit for all tasks in a Category?**
- A2: See Page 2 of the RFQ, Section II, AREAS OF CONSULTANT EXPERTISE, second paragraph, which states that respondents may submit SOQs for "any portion" of a Service Category.
- Q3: Can you comment on what percentage of the contracts issued pursuant to this RFQ will be allocated to each of the four Service Categories?**
- A3: No. Contracts will be issued on an as-needed basis in accordance with programmatic needs.
- Q4: Will selection for the Bench be weighted based on how many areas or tasks a proposer submits to?**
- A4: No. See Addendum No. 1, Item 7.
- Q5: Previous RFQs from Clipper precluded some consultants from submitting. Are any firms prohibited from submitting under this RFQ?**
- A5: No firms are prohibited from submitting a SOQ under this RFQ.
- Q6: What is the overall budget for this RFQ?**
- A6: The proposed budget is up to \$1.5 million dollars for all contracts for the 3 year term of the Bench. The proposed budget is subject to approval by the MTC Operations Committee.
- Q7: Regarding insurance requirements in the standard contract – is there a process for seeking relief from having to insure for the entire \$5 million if it becomes clear that amount is too high for the work that is being bid on?**
- A7: See RFQ, page 3 of the Letter of Invitation, Section X, General Conditions, paragraph 5; and RFQ, page 9, Section VII, General Conditions, subsection D, Contract Arrangements, paragraph 2.

Q8: How about for subcontractors? Is MTC asking they also apply for insurance?

A8: See RFQ, Addendum 1, Item 9.

Q9: Does MTC want rates that include the full level of insurance coverage, or a lower rate with an asterisk showing the fully loaded rate?

A9: See RFQ, page 7, Section V H, Price Proposal.

Q10: Can MTC share what new projects Bench consultants might have to bid for during the term of the Bench contract?

A10: No; contracts will be issued on an as-needed basis in accordance with programmatic needs.

Q11: What is the DBE requirement for a task order?

A11: See RFQ, page 12, Section VII. H, Disadvantaged Business Enterprise (DBE) Policy.

Q12: If a bidder has experience on the tolling side, but little experience on the transit side, should they still bid?

A12: The RFQ applies to both the Clipper and FasTrak projects; firms are encouraged to bid for any Service Category for which they meet the Minimum Qualifications (MQs).

Q13: Minimum qualifications, Service Categories A and C, both have firm MQs. Those minimums do not apply for B and D?

A13: That is correct: MQs for A and C do not apply to B and D.

Q14: What should a bidder show if they do not want to disclose their rate breakdown structure?

A14: The price proposal cannot be kept confidential. A proposer may elect not to submit a rate breakdown, but that may adversely affect that proposers “price” evaluation.

Q15: Will the Employment dishonesty and crime insurance requirement be universally required?

A15: See page 7 of the RFQ, Section V. H., Price Proposal, second paragraph.

Q16: The information sheet shows the term of the Bench contract begins 7/1/2013. Could work begin prior to that date?

A16: Yes.

Q17: Does MTC foresee anyone who qualifies for the Bench working onsite at MTC?

A17: MTC may request that work be performed onsite either at the MTC offices or other project-related locations.

Q18: Does MTC expect four (4) separate proposals, one for each area, if a bidder wants to go after all four (4) areas?

A18: No, MTC requests just one SOQ. Proposers may include a separate tab for each Service Category for which they submit.

Q19: Can MTC give any insight into possible upcoming projects?

A19: Not at this time. Contracts will be issued on an as-needed basis in accordance with programmatic needs.

Q20: Is there a page limit for the proposal area D?

A20: See RFQ, Addendum No. 1, Item 3.

Q21: Can MTC identify which contractors are on the current bench?

A21: A table identifying the current bench and the areas under which they are qualified is attached hereto.

Q22: Would MTC consider it a conflict of interest if a bench contractor bids on a project they are asking to review?

A22: In general, yes.

Q23: Do we need to include a DBE firm as part of this response? Or, do we propose the DBE firm once a scope of work is defined in a task order?

A23: See page 12 of the RFQ, Section VII. H, Disadvantaged Business Enterprise (DBE) Policy, third paragraph. However, MTC encourages identifying DBEs as early in the contracting process as possible.

Q24: Section III, Minimum Qualifications, indicates that firms submitting under Service Categories A, C, and D must have a Bay Area office location from which to work. Could such a location be established at the time a contract is issued?

A24: No.

Q25: Will the Proposer's Conference attendance sheet be posted to the website?

A25: Yes, it will be posted concurrently with the Q&A.

Q26: Will MTC make available a non-restricted PDF version of the RFQ for download?

A26: No, MTC will not be making an unprotected version of the RFQ available.

Q27: Do consultants need to provide three (3) references overall, just for the prime firm, or 3 references per firm on the team?

A27: Please see RFQ, Addendum No. 1 Item 5.

Q28: Is it ok to include tabs?

A28: Yes, use of tabs is permissible.

Q29: With regard to Page 6, Similar Projects, may we list more than three projects here, adding additional pages to this section? If so, is there a limit to the number of projects/pages we show?

A29: See RFQ, Addendum No. 1, Item 6.