

Questions received:

1. Where do we submit the letter of interest (LOI)? Should we send that on email to Jeff Bradtmiller? **Email is fine, jeffbradtmiller@co.allen.in.us**
 2. What information should we provide in LOI, anything specific we should mention in that? **Statement of your firms interest along with the project lead's contacts information.**
 3. Would it be OK if the developers are offsite, offshore? **Yes**
 4. Are there any requirements or extra points in evaluation for DBE participation or local business participation? **No**
 5. Our company is certified as an MBE NSMDC. Are we good to suffice requirements for DBE, if there are any? **Yes**
 6. Are the resources required to work onsite? Or remote work is an option? **Remote work is an option.**
 7. Is NIRCC good with offshore consultants working on the project? **Yes**
 8. Does NIRCC plan to select a single vendor or multiple vendors for this RFP? **Prefer a single lead project vendor, but sub-consulting is at your discretion.**
 9. Do we need to submit all identified project team resources who will actually work on the project or the key personnel only? **Please provide all identified project team resources that will work on the project.**
 10. Do we need to submit the actual resources who will work on project or representative resources are okay? **Please provide all identified project team resources that will work on the project.**
 11. Is there any specific format we should use for pricing? **NIRCC is using a Qualifications Based Selection (QBS) process. Proposals will be ranked based on qualifications, and project cost will be negotiated with the consultant presenting the highest ranked proposal. If an agreeable project cost cannot be reached, negotiations will commence with the number two ranked consultant.**
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1. Is there an existing travel demand model for the MPO area? Is the intent of this scope to build a new travel demand model or enhance an existing (or alternatively explore various data analysts scenarios)? **NIRCC has an existing model. Building a new model is not part of the scope for this project. The data derived through this project will likely be used to supplement the existing model, but that work would be done under a separate project.**
 2. Has a data set(a), whether public or private, been identified? **No**
 3. If not, is an assessment of data sources relative to project requirements in scope? **Yes**
 4. The RFP mentioned the use of Federal funds for this project. Can you specify what grant or funding source this is part of? **The project will be funded by a combination of FHWA Metropolitan Planning (PL) funds and local funds.**
 5. Is the analysis/visualization requested in the RFP a one-time analysis or is the MPO requesting a tool that can support repeated analysis? **It's a one-time analysis, thing, but a comparison of data collected in 2016 with staff support.**
 6. Relative to question 2, if data and analysis tools needs to be acquired, is this within the project budget to include? Or does the MPO envision a consultant who has existing tools to apply to the effort? **It's within the project budget.**

7. Has the MPO/does the scope consider use of cloud infrastructure for data hosting and analysis?
Proposals can include the utilization of cloud infrastructure for data hosting and analysis.

1. Can a prime vendor subcontract with a firm that will provide 100% of the services?
Prefer a single lead project vendor, but sub-consulting is at your discretion.
2. Under Project Overview, it states, "At a minimum, the proposal should have the following sections and information: 1. Cover Letter, 2. Staffing, 3. Work Plan and Approach, 4. Experience and work samples, including past work on similar projects, 5. Identify any subconsultants." However, under the Proposal Format, the arrangement is different. Could NIRCC please confirm the correct proposal format? **Please follow the format as described under Proposal Format.**
3. Is there any page limit for the requested resumes of proposed key team members? **No**
4. Is the utilization of subcontractors permitted by NIRCC for this project? **Prefer a single lead project vendor, but sub-consulting is at your discretion.**
5. Could NIRCC please kindly consider accepting electronic responses? **As stated please provide 4 bound original proposals.**
6. Could NIRCC please kindly grant an extension for the due date submission? **No**
7. Page 2 states "The proposal need not be accompanied by a certified check or other evidence of financial responsibility". Could NIRCC please confirm it is not required to provide any financial responsibility information alongside the proposal response?
Confirmed
8. Could NIRCC please confirm it's not required to provide financial statements with the proposal response? **Confirmed**
9. Could NIRCC please clarify if we have to provide an electronic copy besides the 4 physical copies? If yes, in which format do you need the electronic copy? **No electronic proposal copy is needed.**
10. Could NIRCC please confirm if we can provide the electronic copy via USB? **No electronic proposal copy is needed.**
11. Could NIRCC please clarify how many Examples of previous work are required to be provided in the proposal response? **Maximum of 5.**
12. Could NIRCC please clarify if it is allowed to use digital signatures? **Digital signatures are acceptable.**
13. Does NIRCC require wet ink signatures? **Digital signatures are acceptable.**
14. Could NIRCC please clarify if it's allowed to use a subcontractor to comply with the Qualifications and Experience requested? **Yes**
15. Page 4 states "B. List a maximum of five (5) relevant, similar projects, either currently in progress or having been completed in the past five (5) years, containing work comparable to this specific Project". Can the past similar project for the subcontractor be used to satisfy the qualifications and experience requirement? **Yes**
16. Could NIRCC please clarify if there is a mandatory set-aside goal? **No set aside goal needed.**
17. Could NIRCC please disclose the allocated budget for this contract? **Project cost will be negotiated with the consultant presenting the highest ranked proposal.**

18. Could NIRCC please clarify how many vendors will be awarded? **Prefer a single lead project vendor, but sub-consulting is at your discretion.**
19. Is it required to provide the Good Standing Certificate alongside the proposal response? **No. If selected, NIRCC will utilize the System for Award Management (SAM) to check for suspension and debarment.**
20. Is there any incumbent associated with this project? If so, please disclose the name. **No**
21. Is it required to provide the Certificate of Insurance (COI) alongside the proposal response? **No**
22. If we are using a subcontractor, is it required for the subcontractor to provide the COI? **No**
23. Could NIRCC please confirm if vendors can provide commercial references? **Yes**
24. Could NIRCC please confirm if vendors can provide ongoing contracts as references? **Yes**
25. If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could we replace them with equally qualified resources? **Minor changes to the project team will be acceptable if replaced with equally qualified individuals.**
26. Does NIRCC have a mandatory participation goal for DVBE/SBE/MBE/LBE/MWBE? **No**
27. If we are using a subcontractor, can the subcontractor meet the DVBE/SBE/MBE/LBE/MWBE participation? **NIRCC does not have a mandatory goal.**
28. Will NIRCC have preferences for a vendor that is certified as DVBE/SBE/MBE/LBE/MWBE? **No**
29. If there is a form, could NIRCC please confirm that we can fill out proposal forms electronically? **No electronic forms**
30. Does NIRCC accept remote resources to work on the project? **Yes**
31. Does NIRCC prefer on-site resources to execute the project? **No**
32. Cost Proposal: The solicitation document does not include a pricing format. Does NIRCC have a preferred pricing format? If not, can we use an Excel spreadsheet detailing milestones and the cost of each? **NIRCC is using a Qualifications Based Selection (QBS) process. Proposals will be ranked based on qualifications, and project cost will be negotiated with the consultant presenting the highest ranked proposal. If an agreeable project cost cannot be reached, negotiations will commence with the number two ranked consultant.**
33. Could NIRCC please clarify if there is a specific section of the proposal response where it is required to add the pricing? **Please see response to question 32.**
34. Could NIRCC please clarify that the 6-page limit is for the Qualifications and Experience of Company and Key Team Members in Providing Similar Services for Similar Projects and the Project Understanding, Methodology, and Approach sections of the proposal response? **All the requested information should be contained to six pages or less. The six page limit does not pertain to staff resumes, other supporting documentation such as samples of previous work, the coversheet or blank pages.**
35. The Evaluation Criteria calls for "Examples of previous work are professional in appearance, clear, easily understood and exhibit an effective use of graphics and visual techniques." Could the City please clarify what exactly they will be evaluating in this section? Are firms required to provide visual examples? **Firms should include examples**

of work they believe demonstrates their experience on similar type projects. Visual examples are encouraged.

36. The Evaluation Criteria calls for "Examples of previous work are professional in appearance, clear, easily understood and exhibit an effective use of graphics and visual techniques. "Are these examples part of the 6-page limit? No