

QUESTIONS AND ANSWERS TO THE REQUEST FOR PROPOSAL (RFP) 201402493

QUESTION 1: Regarding Section 1: Technical Bid, the RFP states that “bidders should demonstrate their understanding of the requirements ... and explain how they will meet these requirements”. However, the items required for submittal under this section (a – d) do not include a section on project understanding and approach.

Could you please clarify your expectations for how this project understanding should be demonstrated, and how it will be evaluated?

ANSWER 1: Second paragraph of Section I: Technical Bid states “The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated...” The evaluation criteria are at page 25, Annex D.

QUESTION 2: Regarding team makeup, we understand that you require one person to be assigned to each Proposed Resources category. In undertaking this type of project, however, we would typically assign a number of people to take on various roles within each discipline. For example, item 6.4 in Annex A, Statement of Work – we would typically assign a Principal, an urban designer, a planner, and technical staff at various levels of seniority – to undertake elements of this task such as background research, drawings, etc. With the competitive nature of the bidding, we are concerned that only listing the rates and contribution to project tasks ONLY of a senior Urban Planner/Designer, that the format does not allow us to accurately reflect the efficiencies of working as part of a larger team, and our bid will not demonstrate the most cost-effective approach.

Are bidders to submit the per diem rates only for the individuals named in the proposal, or are you anticipating a blended rate including team members not identified or profiled? Please advise.

ANSWER 2: The Basis of Payment is firm price so a firm overall price for the entire project is expected. The Financial Presentation Sheet and other section(s) referring to level of effort (per diem rates) was deleted from the RFP. Please see Amendment 001 to the RFP.

QUESTION 3: On Annex F, could you clarify what is meant by “Firm All-inclusive Price”? Do you mean a blended rate for the “Firm” (i.e. corporate entity) or a rate that is “Firm”, (i.e. final, or not changing throughout the duration of the project)?

ANSWER 3: Please see Answer 2 above.



QUESTION 4: We note that the RFP contains several spots for us to complete information or sign (pg. 10, pg. 14). As such, we assume that a completed copy of the entire RFP (pages 1-17) is required to be submitted as part of the submission, though this is not specified in the Bid Preparation Instructions. We assume that because it includes pricing info (pg. 14) it would have to be enclosed in Section 2. Could you please clarify?

ANSWER 4: Please see Bid Preparation Instructions at page 5. Section II, Financial Bid may be submitted using page 14 or template the bidder wishes to use.

