

SOUTHEASTERN REGIONAL TRANSIT AUTHORITY

ON-CALL TECHNICAL PLANNING ASSISTANCE

RFQ: 21-04

Questions and Requests for Clarifications

April 26, 2021

1. Do graphics, headers/footers, and table text all need to adhere to the minimum 12 pt. requirement?
 - Where ever possible, please use minimum 12 pt font, however a smaller font is acceptable in graphics, headers/footers, and table text.
2. Is there a font requirement, or can we use any font if it's at least 12pt.?
 - There is no font requirement.
3. Does SRTA have an anticipated contract start date?
 - July 1, 2021
4. Are there any forms subcontractors or DBEs need to fill out?
 - Certification of Lower-tier Participants Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion form found on Page 23 of the RFQ document.
5. How many consultant teams does SRTA plan to award? / Do you anticipate selecting multiple firms for the contract?
 - The intent is to award the contract to a single consultant team.
6. Is there a contract value cap on the On-Call contract itself, and or per consultant contract if multiple teams are selected? / Has a budget been established for the contract?
 - There is cap not to exceed \$75,000 annually for planning. Over the duration of this contract, SRTA may receive grant funding for special planning projects which would be considered supplemental funds to the annual budgeted amount.
7. When can the consultant community expect to receive responses to inquiries and requests for clarifications; and will those be posted as amendments/information on the procurement webpage?
 - SRTA will release responses to submitted questions as an addendum no later than Friday, April 23, 2021. The Addendum will be distributed via email to all parties that submitted questions and will be posted to the SRTA web page.
8. In consideration of work site restrictions associated with the COVID-19 outbreak and challenges associated with printing and mailing as well as the biological risk of handling materials and transmitting them from person to person, we are wondering if SRTA will consider submittal of electronic copies only at this time.
 - Each Proposer must submit three (3) hard copies of the entire SOQ, including one (1) marked "Original" and one (1) digital copy saved as PDF submitted on a USB drive. SOQs not submitted in the manner described herein will be considered nonresponsive and subject to rejection.
9. Regarding fee information, please clarify whether the rates submitted are supposed to cover the full contract duration (and if so, whether that includes the two potential option years in addition to the three year base period), or if current rates should be submitted, with the ability to escalate current rates on an annual basis.

- Rates can be escalated over the duration of the contract however are subject to SRTA review to determine the escalation rate is fair and reasonable.
10. We see that there is a requirement to include an indirect cost proposal and profit proposal, in addition to unwound labor rates. Since there is no specific task, can you clarify what information you are looking for on indirect cost proposal and profit proposal, or provide an example or template?
- Please show the true hourly rate for each participant listed in the Statement of Qualification. The rate should not include of fringe benefit escalators per participant. The overhead rate and profit proposal should be shown separate from the hourly rate.
11. You note that dividers are necessary between the sections of the 10-page proposal narrative. Given the how short the proposal is, would it be acceptable to include one divider between the Transmittal Letter and sections 2 – 6, and then a second divider before section 7 (a total of two dividers)?
- Grouping sections 2-6 is acceptable. The transmittal letter (section 1) and the appendices (section 7) should be in their own respective sections.
12. Our Massachusetts business license is currently pending and will be in place within 30 days. Does this preclude us from being eligible to submit a proposal?
- All business licenses must be valid and in good standing as of May 28, 2021, the date of the notification of intent to award.
13. Does each sub-consultant on our team need to have a Massachusetts business license?
- All sub-consultants must have a valid business licenses in good standing with the state of registry as of May 28, 2021, the date of the notification of intent to award.
14. The RFP contains the following text: “This procurement is being financed in part with funds from the U. S. Department of Transportation (US DOT), Federal Transit Administration (FTA). The resulting contract is subject to certain terms and conditions contained in the grant agreement between the SRTA and FTA and the SRTA Standard Terms and Conditions to the extent that they are applicable. The Standard Terms and Conditions and required certifications are attached.” Section 6 General Conditions contains required Federal Terms and Clauses. Section 7 states: “Other required provisions are contained in the SRTA Standard Terms and Conditions which is available from SRTA on request.” If the SRTA Standard Terms and Conditions are not contained in Section 6, would you provide the SRTA Standard Terms and Conditions for our review?
- The SRTA Standard Terms and Conditions are shown below. These terms and conditions are not considered final or binding until contract execution.

The SRTA, reserves the right to reject any and all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the SRTA’s sole judgment, best meets the requirements of the project.

The SRTA creates no obligation on the part of the SRTA to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, or oral interviews (if held). The SRTA reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their Proposal during discussions.

1. Inspection

Proposer's shall permit, if requested, authorized representatives of the SRTA to inspect a Proposer's data, facilities, equipment and records relating to this RFQ. Unsubstantiated statements or the refusal to permit audit or inspection may cause the Proposer to be deemed non-responsive.

2. Proprietary Information

All Proposals shall become the property of the SRTA. If any proprietary information is contained in or attached to a proposal, it must be clearly identified as such. If more than 25% of the contents of the Proposal are specified as proprietary information, the Proposal may be deemed non-responsive by the Evaluation Committee.

3. Limitation on Funding

The Contract for services resulting from this RFQ will be subject to the contract between the SRTA and the availability of ongoing funds from the Southeastern Regional Transit Authority's funding sources. The Contract for this service is contingent upon receipt of these funds by the SRTA. In the event that funding from these sources is eliminated or decreased, the SRTA reserves the right to terminate the Contract or modify it accordingly.

4. Protest and Appeal Procedures

The SRTA's procurement procedures and appeal processes are contained in Exhibit D attached hereto and made a part thereof.

5. Insurance

The firm selected to perform the work described in this RFQ will be required to provide evidence of public liability, worker's compensation and property damage insurance with limits of not less than \$500,000.

6. Amendments to the Contract

The SRTA reserves the right to negotiate mutually acceptable amendments to the Contract arising from the RFQ and, in particular, with respect to the addition of services that are consistent with the services solicited by the RFQ. The right to negotiate mutually acceptable amendments applies for the term of this Contract and any extensions.