

**MI Travel Counts III Statewide Household Travel Survey and SEMCOG Travel Counts
2015 Household Travel Survey - Requisition #1487
Q&A #2**

Q1. Where do you want the Relevant Past Performance to appear in the Proposal? This item/section is not included in the Required Bookmarking Format outline that appears on page 2.

A1. Relevant past experience should be listed under the “Qualifications of Team;” it may simply be included under the main heading or added in separate heading, “D. Relevant Past Performance.” Make sure that it is clear which proposed team members were involved and what their role was in any projects listed as relevant past performance.

Q2. Under Consultant Qualification Requirements on page 4, last paragraph, the RFP states the consultant will provide a list of three references from similar projects completed by the proposed project manager and team members. Are we limited to three references? If yes, does this limit apply across the entire team, including subcontractors?

A2. Prime consultants are limited to three references; references should have direct experience with the proposed project manager or key team members. Three different references may also be included for each sub-consultant. Although not required, it would be helpful to include a list of team members that have past experience with each reference.

Q3. Is there a specific DBE goal (%) for this proposal?

A3. There is no DBE percentage goal for this project.

Q4. Is Form 5100J required for both prime proposers and subconsultants?

A4. Form 5100J is required only for the prime consultant.

Q5. Page 2 of the RFP, titled “Required Bookmarking Format,” notes the required bookmarks for the PDF file that will be transmitted to MDOT. Absent from “Section III. Qualifications of Team,” is a bookmark for “DBE Statement of Goals,” which is a required component of this Section according to page 1 of the RFP. As a result, should an additional bookmark for “DBE Statement of Goals” be included in this section?

A5. The bullet that states “*Separate section for DBE Statement of Goals...*” is under the heading of “*Eliminated the Following Requirements*” so no separate section for DBE Statement of Goals would be necessary. Please remember, there is no DBE requirement for this project.

Q6. Page 2 of the RFP also indicates that “Resumes of Key Staff,” Section 5, should be a separate bookmarked section and should follow “Qualifications of Team” and “Quality Assurance/Quality Control Plan,” sections 3 and 4, respectively. However, page 5 of the RFP, under “Scoring Criteria,” includes resumes within “Qualifications of Team.” Can MDOT please clarify where resumes should appear in the final proposal package?

A6. Resumes of key staff should be placed in Section V. and bookmarked separately as listed in the Required Bookmarking Format. Evaluation of the resumes of key personal will be part of the Qualifications of Team scoring as described on page 5.

Q7. Instructions accompanying the Priced Proposal note that direct labor rates proposed should be consistent with labor documentation provided to the Office of Commission Audit (OCA). Could MDOT please clarify whether proposed rates need to be submitted to OCA prior to proposing?

A7. Because the services requested do not require a prequalified consultant, MDOT will not have direct labor rates on file. The selected consultant will need to provide financial information to OCA after they are selected and prior to award of the contract. The direct labor rate documentation is not required prior to proposing.

Q8. Does MDOT require that résumés submitted for key personnel adhere to a specific format (e.g., is a template available)? If not, could MDOT please identify the specific information that each résumé should contain?

A8. The consultant/vendor will provide resumes (Limit 2 pages per person) for each of the key staff of the prime and sub- consultant/vendors. MDOT will not accept resumes for non-key or support staff. The recommended format shown on **page 6** in Form 1242 (<http://mdotcf.state.mi.us/public/webforms/public/1242.pdf>) may be used for reference. In addition to general resume information, the following information will be provided for service experience that is similar to the service being solicited. The consultant/vendor is contractually obligated to supply the key personnel proposed for this service.

For experience listed in resumes please include:

- a. General description of the service.
- b. Role of person in the service.
- c. Service budget.
- d. Year service was completed.
- e. Name of client (agency or company).
- f. Role of consultant/vendors in the service. (It is not required that the submitting consultant/vendors have a role.)
- g. Reference: name and phone number of person to contact for client.

Q9. Page 6 of the RFP describes how Location will factor into evaluation of proposals: “The consultant selection criteria will include a consideration of the percentage of contracted work that will be performed in Michigan.” However, the “Consultant/Vendor Selection Guidelines” indicates that “[i]f the project is for field related projects, on-site inspection, or survey activities, then the Selection Team will score the distance from the site to the location of the office(s) as listed in their proposal.” First, does the reference to “survey activities” here refer to the type of surveying work to be performed for this project? Second, is this guidance applicable to this project, or will the Selection Team still only look to work performed in Michigan (versus using some type of proximity formula)?

A9. The “survey” work referred to in the “Consultant/Vendor Selection Guidelines” refers to land surveys related to construction projects. The “location” score for each proposal will only consider the percentage of work done in Michigan utilizing the criteria listed on page 6 of the RFP.