

As-Needed Traffic Safety & Operation Services-Metro Region

Requisition 1326

QA1

9/23/2013

Q1: The General Information section notes that up to two people will be needed full time – one in the Metro Region Office and one in the Various Metro Region TSC's. However, the MDOT Responsibilities section says that MDOT will provide the as-needed assignments and the Consultant will provide the scope with the staffing, schedule and budget for each project.

- a. Is one specific individual from the consulting firm to be assigned to the Metro Region office for a full year? Will this person work on site in the Region office full time for a year and act as a contract MDOT employee? Same with the TSC position? Or can different consulting personnel be used depending on the specific assignment and will they be able to work from their own office?

**A1: For the Region Office position, it's required to have someone work here in person. Ideally we'd be able to get away from the work order process, and this person would just become part of the team, with regular ongoing duties. Typically assignments would be given verbally or through email, with expected deadlines. I'd prefer the same person throughout for the Region position, but understand things happen.**

**The TSC position will primarily be able to work from the Consultants office, and go through the work order/scope/schedule/budget process due to charging time to different TSC's budgets. I'd see this portion being able to be filled by a pool of consultant staff.**

Q2: Will the selected Consultant have to coordinate/review plans prepared by other Consultants? Is there a plan in place to avoid a Conflict of Interest scenario if the selected firm is involved in the design of a current or future project?

**A2: Yes, coordinating and reviewing plans prepared by other Consultants will be a big part of the as-needed contract. We will fully comply with the 'Conflict of Interest Guidance for Project Managers and Consulting Firms' on MDOT's website. I'm assuming just about all the firms submitting to this as-needed will be the same firms that have contracts with other MDOT offices, so we will just have to avoid any potentially conflicting scenarios.**