

Consultant Facilitator for Regional Bicycle Advisory Committees REQ 1265

QA2

7/3/2013

Q1: On page 2 of the 'Checklist to Designate Areas of Evaluation for Requests for Proposals (RFP)' there is reference to bid sheet instructions. It states that a bid sheet must be submitted in accordance with the 'Guidelines for Completing a Low Bid Sheet(s)' and that these guidelines are available on the MDOT website. We went to MDOT>>Doing Business>>Vendor/Consultant Services, and have searched elsewhere on the MDOT website, but have not been able to find the bid guidelines. Could you please provide information on where these guidelines are located on the MDOT website?

A1: This selection is a qualifications based and best value based selection. As a result the 'Guidelines for Completing a Low Bid Sheet (s)' do not apply.

Q2: On page 1 of the 'Checklist to Designate Areas of Evaluation for Requests for Proposals (RFP)' it is indicated that this project is a Tier 1 project. According to the information about Tier 1 projects, key staff resumes are not required; however, on page 7 in the 'Scope of Services' the first paragraph states that the consultant should 'provide resumes for each of the key staff.' Could you please clarify whether key staff resumes need to be included in the application?

A2: Yes resumes are needed. The reference to resumes on the checklist is specific to whether or not they count towards the three page limit. The three page limit is only for the Understanding of the Services and Innovations. MDOT Forms and Resumes are NOT included in this page limit. However, please limit the resumes to two pages as outlined RFP. The Checklist language regarding resumes is boiler plate language and the Scope of Work rules. References are necessary to determine the qualifications of the team.