

Transportation Planning Services for a  
Chicago – Detroit/Pontiac Passenger Rail Corridor Investment Plan  
REQ #772 QA2  
11/18/11

Question 1: Should the Qualifications of Team resumes be in MDOT format?

**Answer 1: Yes, the following information should be provided, as taken from the Consultant/Vendor Selection Guidelines:**

*“In addition to general resume information, the following information should be provided for service experience that is similar to the service being solicited:*

- 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. Name and phone number of person to contact for client.*
- h. If the service is a service related to a construction project, provide the route name, limits of construction, construction budget, general description of type of construction.”*

Question 2: What is the resume page limit?

**Answer 2: The resumes are limited to three pages per key staff member.**

Question 3: What is the preferred format to receive the proposal (i.e. a color cover with tabs, etc. – or stapled in upper-left hand corner)?

**Answer 3: The Consultant/Vendor Selection Guidelines state:**

*“All proposals or technical proposals must comply with the following:*

- 1. Proposals and technical proposals for Tier II and III selections are to be organized as defined in Part IV – Proposal Requirements and Part V – Proposal Information and Scoring of this document.*
- 2. Pages shall be 8 ½ inches by 11 inches.*
- 3. Font must be a minimum of 12 pitch.*
- 4. Pages must be numbered continuously throughout, and in the format of “Page 1 of \_\_.”*
- 5. All Tier II proposals shall be stapled in the upper left hand corner and shall be completely recyclable (e.g. no binders, no plastic, spiral binding, etc.)*
- 6. Tier III proposals or technical proposals may be bound and sections may be tabbed and numbered. Blank tabbed pages will be included in the page limitations set forth on Form 5100B.*
- 7. Graphics are allowed within established page limits.*
- 8. All proposals must comply with page limits as indicated in Form 5100B, unless otherwise specified in the RFP.”*

Question 4: When and where will the Presentation take place?

**Answer 4:** As stated in QA 1, the presentations and technical proposals will be held during the week of January 9, 2012. Space has been reserved at the Horatio S. Earle Learning Center, 7575 Crowner Drive, Dimondale, Michigan 48821.

Question 5: What will be the presentation format and guidelines?

**Answer 5:** As stated in the Consultant/Vendor Selection Guidelines:

*“If a presentation is required, the Selection Team may also require a technical proposal. If required, it will be indicated in the RFP. The technical proposal supplements the information already included and scored in the proposal. It must follow the format outlined below. There is no limit to the number of pages that can be provided. The technical proposal expands four areas of the proposal. At the MDOT project manager’s discretion, it may be determined that a presentation and/or technical proposal is not necessary after a complete review of the proposals submitted.*

*1. General Information*

*In the first section provide any and all changes from the information that was provided in the original proposal. The Selection Team must determine if the changes in the information are material enough to change the ranking of the consultant/vendor. This determination from the Selection Team will be required to be made any time the change occurs.*

*2. Expanded Understanding of Services and Innovations*

*Provide an expanded work plan and any innovations in implementing the service that may be proposed.*

*3. Efficiency/Effectiveness and Communication*

*Provide how you will effectively and efficiently use your staff to assure a quality product at a reasonable price. Provide a schedule showing how you plan to complete the service on time. This can be described and shown graphically. A communication plan may be provided that shows how service information and issues are communicated and resolved.*

*4. Quality Assurance/Quality Control Plan*

*Describe in detail how you will implement a QA/QC program for this service. Designate who will be responsible for your QA/QC program.*

*The score for the presentation/technical proposal will be based on the proposal document and presentation. The final selection of most qualified consultant/vendor will be made by adding the presentation/technical proposal score to the previous score based on the proposal.”*