



Colorado High Performance Transportation Enterprise - Traffic & Revenue Advisory Services

**RESPONSES TO PROSPECTIVE PROPOSERS' QUESTIONS AND
REQUESTS FOR CLARIFICATION**

October 26, 2018

In accordance with Section 1.5 of the RFP for the Project, the HPTE has received the following questions from Prospective Proposers’ and hereby issue the following response to each question.

QUESTION #	QUESTION / COMMENT FROM PROPOSER	HPTE RESPONSE
1	Please confirm that companies performing work under this contract would <u>not</u> be precluded from working on any future planning/design/construction projects that might be studied under, or arise from, the Traffic and Revenue Advisory Services contract.	Confirmed.
2	Are firms that do not propose on the full list of services identified on Page 10, Section C of the RFP at any competitive disadvantage vs. firms that propose on the full list of services?	No.
3	If bidders wish to be considered for more than one discipline category, should they submit a separate proposal for each discipline or submit just one proposal that combines responses for multiple disciplines?	The HPTE desires <u>one</u> proposal that combines responses for multiple disciplines.
4	Under 1.35.D, is it intended that “all files” including working files be accessible to HPTE or is that intended for “all deliverables”?	HPTE intends that <i>all files</i> (including deliverables) shall be turned over to the HPTE Project Manager at the completion of the Scope of Services. The preferred proposer(s) must identify at the expiration of the contract (in a separate document) what documents should be considered proprietary and confidential, and therefore not subject to the Colorado Open Records Act.
5	In response to the question under 1.35.F Case Studies, is it fine if we provide project examples that can cover one or more areas of service listed under 1.35.C, rather than providing three separate examples for each of the areas of service listed under 1.35.F?	Yes, that is acceptable.

6	<p>Can you provide further detail regarding what is required for the cost portion of the response? For example:</p> <ol style="list-style-type: none"> 1. Desired hours for each area of service 2. Expected travel and direct costs for each area of service 3. Total expected dollar value of the contract, from which we might extrapolate hours and dollars to propose. 	<p>Please provide hourly rates in tabular form, i.e. a table. Travel is reimbursed according to the Colorado State Fiscal Rules.</p>
7	<p>Section 2.6 on Page 13 states: “Describe the method and amount of compensation you required for this assignment.”</p> <ol style="list-style-type: none"> 1. Does “method” refer to contracting methodology, for example lump sum, cost plus fixed fee, etc.? 2. Does “amount” refer to a tabular list of staff bill rates only, or is an actual calculation of cost based on labor hours, rates and direct costs desired? 3. If a firm on our team has master pricing agreement (MPA) with CDOT, would this contract with HPTE make use of that MPA, or will there be a separate pricing agreement established with HPTE? 	<ol style="list-style-type: none"> 1. Methodology can refer to, but is not limited to, fixed fee, hourly rates, or costs plus fixed fee. 2. It refers to a tabular list of staff billing rates. 3. HPTE will not participate in the CDOT MPA. The contract between HPTE and the preferred proposer(s) will set forth compensation requirements.
8	<p>In response to the proposal prices requested under 1.17, can we provide a potential range of fees associated with each of the areas of service listed under 1.35.C? Do we also provide an estimated range of the direct costs in addition to the labor costs?</p>	<p>HPTE finds it acceptable to provide different ranges costs, e.g. fixed fee, hourly rates, or costs plus fixed fee for each of the services listed under section 1.35(C). Yes, please provide an estimated range of direct costs in addition to labor costs.</p>
9	<p>On Page 13 of the RFP, section 2.6 Cost, it is requested that proposers “describe the</p>	<p>Confirmed. See other HPTE responses to Cost related questions.</p>

	method and amount of compensation [the proposer] require[s] for this assignment". Page 15, section 3.3.3 states that "Fee proposal must outline proposer's fees for the entire terms of the contract with HPTE". However, Page 6, section 1.17 states that "proposers are not asked to provide binding, specific costs at this time". Please confirm that, because of the task order nature of this on-call contract, proposers are required to submit billing rates including overhead cost information only, and not an overall cost estimate/compensation amount.							
10	If HPTE only requires rates and overhead multipliers for this on-call proposal, do the evaluation criterial on Page 15 section 3.3.3 change? If only proposing rate information with unknown scope for task orders, the proposer could not accurately estimate a fee proposal for the entire contract.	No, section 3.3.3 will not change. See other HPTE responses to Cost related questions.						
11	Would HPTE accept the following under an appendix titled "Representations, Certifications and Other Forms"? <ul style="list-style-type: none"> • RFP Cover Form (1.18) • Attachment A (1.15) • Administrative Information (2.2) • Conflict Identification (2.3) • Proposer's Organization (2.7) • MBE/WBE Participation (2.8) 	Yes.						
12	HPTE has indicated in multiple sections of the RFP that oral presentations and interviews of top ranked proposers are possible. The date listed for potential interviews on Page 3 of this RFP is November 26th (estimate). Given the	Yes. Section 1.3 is hereby amended to: <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">SCHEDULE OF ACTIVITIES</th> <th style="text-align: center;">DATE</th> <th style="text-align: center;">TIME (MST)</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table>	SCHEDULE OF ACTIVITIES	DATE	TIME (MST)			
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	proximity to the Thanksgiving holiday, how certain is this schedule? Would HPTE consider moving the interview date back to Wednesday, November 28th?	F.	Top Consultants Selected and Notified of Interview (estimate) <i>if determined necessary.</i>	Nov. 16, 2018	10 AM
		G.	Interviews with short list of Consultants (estimate), <i>if required.</i>	Nov. 28, 2018	9 AM
		H.	Consultant Selection	Nov. 29, 2018	12 PM