



# **Colorado High Performance Transportation Enterprise - TOLLING ADVISORY SERVICES PROPOSAL**

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

**April 12, 2019**

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	For the Tolling Services Advisor Fee table in Section 2.4, should the hourly fees for each year listed include overhead and profit? Are the hourly rates required to be FAR compliant and to match a pre-approved MPA the Tolling Advisor already has with CDOT? If so, then are rates updated annually regardless of what is listed in the table included in the proposal?	Rates should be fully loaded so HPTE can fully evaluate each proposer; however, rates do not need to FAR compliant or match a pre-approved master price agreement. Proposers must state how much their rates are to increase every year, which also must be reflected in the table specified in section 2.4.
2	Under Conflict of Interest, you mention that the Tolling Services Advisor is prohibited from participating or being a part of any consortium or team proposing on a managed lanes public/private partnership, or from being a part of any consortium or team proposing on the operation of an existing managed lanes. We would like to confirm that this does not apply to design-bid-build, design-build, construction management, CEI, or other owner-representative services or support or work for a contractor that may be done on express lane projects. Also, confirm that there is no conflict of Interest for existing participation that the Tolling Services Advisor may have with CDOT/HPTE/or as a designer for a design-build contractor team on Express Lane projects under design/development or construction?	<p><i>Section 1.16 of the RFP is amended to read:</i></p> <p>By submission of a proposal, proposer agrees that, at the time of contracting, the proposer has no interest, direct or indirect, that would conflict in any manner or degree with the performance of the required services. The proposer shall further covenant that, in the performance of the contract, they shall not employ any person having any such known interest. Any firm affiliated or related to an employee of Transportation Commission, the HPTE Board, CDOT, or HPTE shall be ineligible to submit a proposal for the required services.</p> <p>Proposer must disclose any current and ongoing relationships with either CDOT or HPTE and explain why, if chosen as preferred proposer, why this work would not constitute a conflict of interest.</p>

		<p><del>The Tolling Services Advisor shall be prohibited from participating, either directly or indirectly, or from being a part of any consortium or team proposing on a managed lanes public/private partnership, or from being a part of any consortium or team proposing on the operation of an existing managed lanes. The Tolling Services Advisor must submit a Conflict of Interest statement to disclose any services provided to Colorado state agencies or transportation authorities that interferes with the scope of services.</del></p> <p>HPTE understands that teams will consist of a broad range of multiple consultants, with a depth of professional resources. Teams shall always act in the best interest of the HPTE, and keep employees who might have a conflict of interest separated from those acting on behalf of the HPTE or CDOT. HPTE reserves the right to use Non-Disclosure Agreements (NDAs) to avoid conflicts of interest and to protect the integrity of the HPTE's operations. In conjunction with the successful proposer, HPTE will develop a procedure for monitoring and identifying any conflicts of interest and in establishing firewalls that will separate people and companies from activities that are identified as a conflict of interest.</p>
3	RFP section 2.6 Proposer's Organization: Is CDOT requesting a proposed project organization chart or firm organization information?	HPTE is simply looking for any information that a proposer may feel is relevant as to why their organization is the best fit as HPTE's Tolling Advisory Services provider but has not been specifically requested in the RFP.

4	Should a project organization chart be provided in the appendix or the 20-page limit? If the project organization chart is requested in the 20-page limit, can we use 11x17 size paper?	The project organization chart may be included in the appendix.
5	Can 11x17 size paper be used in the appendix?	Yes.
6	Does a cover letter count towards the overall 20-page limit?	The cover letter <u>will not</u> count towards the twenty (20) page limit.
7	Under 1.4 Proposal Submission, last sentence mentions submitting the proposal flat bound form to facilitate filing. Would a spiral bound document be acceptable and considered flat bound?	Yes, a spiral bound document would be acceptable and considered as flat bound, as long as the spiral used is proportionate to the size of the proposal and is not obviously meant to be used to bind a larger document.
8	Under 1.4 Proposal Submission, RFP mentions submitting an electronic version via Google Drive. Could you please provide us the Google Drive URL and additional instructions regarding uploading the electronic version?	<p>HPTE will not be sending out a Google Drive URL. Each proposing organization will create their own Google Drive and upload their proposal package to their Drive. From the Drive, right click the proposal package document. Select the “Share” option and enter following email address: <b>Kelly.brown@state.co.us</b>. Click the Edit dropdown list and select “Can View”. In the Add Note box, Enter “<b>Tolling Advisory Services Proposal</b>”. Click the Send button.</p> <p>Refer to the following <a href="#">Google Support</a> link for further help.</p>