



Colorado High Performance Transportation Enterprise - Colorado Express Lanes Master Plan

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

December 8, 2017

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	Are GBC, spiral or coil binds all acceptable flat binding methods?	Yes.
2	Will HPTE please clarify the estimated start date for the contract? “HPTE has budgeted \$760,000 for the first fiscal year of the contract (July 2017 – June 2018).	Once the preferred proposer is selected on or around January 18, 2018, HPTE anticipates it taking four to six weeks to negotiate a contract, and shepherd it through the state system. This would put NTP on or around March 1, 2018.
3	Will HPTE please confirm that the contract is over a term of 3 years? Item 1.19 on Page 6 lists the term as 3 years, but a bullet under Item 2.1 on Page 15 states that “The goal is to keep this project to no more than two years”.	HPTE expects to have the ELMP done in two years, however, if further work is required, or events occur outside the control of either the HPTE or the preferred proposer, having a three year contract term will enable additional work to be done, or time extended on certain tasks.
4	Potential interviews are currently scheduled during the TRB 2018 Annual Meeting in Washington D.C. (January 11). Is HPTE flexible with these dates?	Section 1.3 of the ELMP RFP is amended as follows: F. Top Consultants Selected and Notified of Interview (estimate): JAN. 4 G. Interviews with short list of Consultants: JAN. 16 H. Consultant Selection (estimate): JAN. 18
5	Section 1.3 Schedule of Activities, Item F states “Top Consultants Selected and Notified (estimate) <i>if determined necessary</i> ” regarding an interview; however, Item G and Section 3.1 indicate that an interview will take place. Please clarify.	See above response.
6	In section 2.1 “Proposal Requirements” it states “Proposers should organize their material in the following sequence; however, not all requested items are included in that bulleted list. Would HPTE like all of these items listed below to be included in an	Yes.

	<p>appendix under a title called “Representations, Certifications and Other Forms”?:</p> <ul style="list-style-type: none"> a. RFP Cover form, b. Attachment A (1.15) c. Administrative Information (Item 2.2), d. Conflict Identification (1.16, 2.3, last bullet under 2.1) e. Proposer’s Organization (2.7) f. MBE/WBE Participation (2.8) 	
7	Please confirm that all items listed above in question 5 are not included in the 20-page limit.	Confirmed.
8	Please confirm that HPTE would like both a cover letter and an executive summary. If the answer is yes, is there particular information HPTE would like covered in each? Are both included in the page limit?	Yes. The cover letter’s job is to make a good, concise, impression, i.e. you understand the HPTE’s requirements. The executive summary is a condensed proposal. The cover letter <u>will not</u> count towards the twenty (20) pages, but the executive summary <u>will</u> count.
9	<p>What is the distinction being made between these two requirement bullets – is the first asking about project experience of staff and the second (case studies) referring project experience of the firm? Put another way, would HPTE clarify the distinction being made here between “relevant experience” and “case studies” in these two bullets:</p> <ul style="list-style-type: none"> — Relevant experience and skills of the team members — Case studies for comparable assignments (if any) 	Relevant experience can be presented in either bullet or tabular format for the team members. Case studies should describe work the contractor has done on comparable assignments.

10	There are conflicting organizational structures for bidder responses detailed in 2.1, 2.4 and 3.3. To ensure ease of review by the evaluation committee and consistency amongst bidders, is the following alternative organization acceptable which seeks to group the 2.1 requirements and 2.4 requirements by the 3.3 reevaluation criteria elements?	Yes. See the revised structure at the end of this document.
11	Page 15 of the RFP, Section 2.1 says "Proposers should organize their material in the following sequence" and then lists 11 bulleted sections. Should the information requested in Sections 2.2 through 2.8 on pages 16 and 17 of the RFP be incorporated into the 11 bullets?	See the above response.
12	For organizational purposes of the submittal, is it permissible to place the work plan outline, requested as the second bullet under Section 2.1 of the RFP, with the ninth bullet which requests a detailed work plan?	Please see response to question 10
13	RFP page 15 section 2 item 2.1 Proposal Requirements asks for an outline of the work plan identified in task 1 of section 1.36(D). However, the scope of work includes 12 tasks. Please confirm that the proposal requires an outline for all 12 tasks identified in page 11 of the RFP.	Confirmed.
14	Section 2.3 Conflict Identification of the RFP requires the proposer to disclose all current and former contract activity with any existing State agency or transportation authority reasonably related to the Project. Indicate when involvement occurred and length of	Please report on <u>any</u> former activity, i.e. current and expired contracts that could be seen as reasonably related to the ELMP, for the past five (5) years.

	such involvement, the specific type of activity with identified agency and/or transportation authority, and indicate the extent of the involvement with such entities. With respect to the "former activity," would it be acceptable to report on current contracts and those going back three years?	
15	Is the requested information in Conflict Identification required for primes only or do subconsultants need to provide this information too?	It's required for <u>both</u> the prime and subconsultants.
16	Does the 20 page limit apply to the information provided for Conflict Identification or can it be provided in an appendix that would not count against the page limit?	Please provide this as an appendix, which will <u>not</u> count towards the 20 page limit.
17	On page 15 of the RFP, the last bullet on the page states "Identification of any existing contract or relationship with HPTE, CDOT or other stakeholder entity or group." Should this information be provided only for the prime or should subconsultants provide this information as well?	See response to question 15.
18	Will the CDOT Master Pricing Agreement apply to this contract?	No.
19	The RFP encourages proposing innovative fee structures. Section 4.2 relating to contract terms stipulates monthly invoices show actual hours by staff. Will the contract invoicing requirements be modified to be consistent with the fee structure proposed and subsequently accepted by CDOT? For example, if a flat fee structure is proposed will the contract invoicing terms reflect milestone	Even if the preferred proposer has an innovative fee structure, HPTE still wants to see actual hours worked by staff. Invoicing will be modified to be consistent with the fee structure proposed. If a flat fee is proposed, payment can be either based on milestones set forth in the Work Plan or at agreed upon percent complete.

	payment terms or percent complete instead of invoicing based on incurred hours?	
20	The RFP contains a specific scope of work. However, the contract contemplates that task orders will be issued. Will one task order be issued to complete all of the work? Or will the State issue separate task orders for each of the 12 tasks listed or some combination of the 12 listed tasks?	Currently, HPTE plans to issue two tasks orders. One for the \$760,000 for the remainder of the FY18 fiscal year, and then another task order for the remainder of the work on or around July 1, 2018.
21	As stated in the RFP, the project is budgeted at \$760,000 for the first fiscal year (June 2017 – July 2018). Since consultant selection will not occur until January 2018, will this initial budgeted amount carry over into the next fiscal year?	Yes.
22	Will part of the budget be allocated for HPTE staff hours and time? If so, please provide an estimated cost and hours.	HPTE has already set aside funds outside the cost of this project for staff hours and time related to the ELMP.
23	We understand the need to maintain the security of State Records in accordance with section 10. A of the contract. Please advise whether the data from current ML Operations constitutes PCI?	Some data from managed lanes operations constitute PCI. Aggregate level data or data summaries (i.e., percent license plate traffic, percent HOV traffic, etc.) on existing facilities will/can be provided to the consultant as needed. Other Operations data including traffic volumes, speeds, and occupancy from MVRD and ATR sensors will be made available to the consultant.
24	What limitations are there, if any, on information that can be included in the appendix?	The appendices can contain resumes of key staff, conflicts, Representations, Certifications and Other Forms, and <u>concise</u> general marketing material (if so desired).
25	Is the cost estimate meant to demonstrate our ability to perform the scope of work, or does it constitute a best and final offer?	Please see section 1.17 of the RFP. In part it says: "Although proposers are not asked to provide binding, specific costs at this time, they are urged to submit prices reflective of as accurate and reasonable a prediction of estimated costs as possible based upon the scope of work described in this RFP and the estimate of staff time required to complete. HPTE anticipates negotiating with the

		successful bidder through the task order process” (emphasis added).
--	--	---

CONTINUED ON NEXT PAGE

Response # 10 continued:

2.1 Requirements	New Section 2.1 Criteria
<ul style="list-style-type: none"> — Cover letter and executive summary — An outline of the work plan (1.36) — Identification of brief description of the firm — Individuals assigned to the engagement and organization chart — Relevant experience and skills of the team members — Case studies for comparable assignments (if any) — Recommendation for the organization and sequence of work... — A work plan for the specific work elements.... And Gantt chart... — Proposer’s approach to gaining external stakeholder buy-in — Cost estimate for the project — Identification of any existing contract or relationship with HPTE, CDOT, 	<p>Cover</p> <p>Table of Contents</p> <p>Cover Letter (inclusive of 2.1 statement)</p> <p>Executive Summary</p> <p>Capabilities, Experience and Qualifications</p> <ul style="list-style-type: none"> — Identification of brief description of the firm — Individuals assigned to the engagement and organization chart — Relevant experience and skills of the team members (including list of similar projects, dates and contract amounts per item 2.4, as well as reference similar work with HPTE and CDOT per item 3.3.1) — Case studies for comparable assignments (if any) — References (per item 2.4) <p>Project Approach and Work Plan</p> <ul style="list-style-type: none"> — Understanding of HPTE/CDOT objectives — An outline of the work plan (1.36) — Recommendation for the organization and sequence of work... — A work plan for the specific work elements (including approach detailing how bidder will develop and deliver the required work products per item 2.4) — Proposer’s approach to gaining external stakeholder buy-in — Hours by task to “document record of assign key personnel to the analysis and execution of the work plan per item 3.3.2” — Project schedule/Gantt chart... <p>Cost and Compensation Proposal</p> <ul style="list-style-type: none"> — Cost estimate for the project — Timing and terms of payment for services <p>Appendix A: Resumes</p> <p>Appendix B: Reps, Certs and Other Forms</p> <ul style="list-style-type: none"> — RFP Cover form — Attachment A (1.15) — Administrative Information (Item 2.2) — Conflict Identification (1.16, 2.3, last bullet under 2.1) — Proposer’s Organization (2.7) — MBE/WBE Participation (2.8)