

Request for Proposals #18-1808
Metropolitan Tulsa Transit Authority
On Call Consulting Service Amendment #2
Nov 30, 2017

This amendment provides additional information to firms responding to RFP #18-1808 On Call Consulting Service issued by the Metropolitan Tulsa Transit Authority (Tulsa Transit).

Purpose: This amendment clarifies wording in the RFP document.

Clarification:

1. In the RFP, Page 14 describing the requirements for the "Statement of Bidder's/Proposer's Qualifications," item 13 asks the proposer to "Provide D&B report or other statement of credit." Other than a D&B report, what would suffice as an "other statement of credit"?
 - a. A letter from one of the firm's banking or financing partners giving their opinion of the firm's creditworthiness.
2. On Page 14 of the RFP under the "Statement of Bidder's/Proposer's Qualifications," item 12 requests the background and experience "of the principal members of your organization, including the officers." Are you seeking the background and experience of all officers legally identified by the state (i.e. Secretaries, Treasurer, Principal(s), etc.) or solely those involved in the work performed as part of the proposal?
 - a. The primary focus would be the background and experience of the principals involved in the project at hand, but some background on the legal officers would not be discouraged.
3. Will a current balance sheet showing assets and liabilities suffice as an alternative to a D&B report or another statement of credit?
 - a. A current balance sheet would be acceptable especially if it is part of a fully audited set of financial statements. If it is not we would prefer you include a letter from the firm's banking or financing partner giving their opinion of your creditworthiness. We reserve the right to require further verification of the firm's financial qualifications should a contract offer be considered.
4. Concerning Task Item b in the Scope of Work (i.e., Scheduling and service planning), does the RFP call for day-to-day scheduling/service planning assistance like run-cutting, or is it more general than that, for example schedule alignment, frequency optimization?
 - a. The vision of the staff for this portion of the Scope of Work is more of schedule alignment and frequency optimization. Support & training for our individual software will be provided by the respective software maker.

5. Could you describe your staffing model as it relates to this RFP? Specifically, will the on-call services be strictly finite project-based or do you envision having the service provider on-site quite frequently—more of a staff augmentation model?
 - a. We foresee this contract to be strictly finite project-based.
6. In Section 4 of the RFQ, you request three (3) references from prior transit system consulting work conducted in the last five years. You also request the “same information for subcontractors”. Can you please clarify that you want three references per subcontractor, in addition to the three from the prime firm?
 - a. If you intend to use a subcontractor for this contract, then we would like to see their references in addition to your own.
7. On Page 7 of the RFP, you state that the maximum length of the proposal is 50 pages. Does this include any of the following: covers, tabs, cover letter, tables of contents, or resumes?
 - a. For the purposes of the proposal the 50 page limit does not include any of the aforementioned parts of the proposal document. However, please limit resumes and cover letter to two pages each.
8. Please confirm that the following are the required federal certifications and representations to be included with the forms in our submission:
 - Certification Regarding Comptroller General’s List of Ineligible Proposers
 - Anti-Collusion Affidavit
 - Program Fraud and False or Fraudulent Statements and Related Acts
 - Lobbying Certification
 - Contractor Debarment Certification
 - Contractor Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, Lower Tier Covered Transaction
 - a. These are the required federal certifications and representation that must accompany the proposal
9. Regarding the required federal certifications and representations to be submitted with the proposal, does Tulsa Transit request that these are included in the same section as the forms included in the RFP, or in a different section?
 - a. It is preferred that the certifications and representations be submitted in the same section as the forms.

10. On task item n. Transportation studies and analyses relating to school and human services transportation” - Can you provide more detail as to what type of school transportation analysis you would desire?
- a. We don’t have specific projects in mind but could include analysis of public school bus routes to see if the can be accommodated by regular transit services (while avoiding violation school bus regs). It could also involve evaluating fare policies and school district subsidy arrangements relating to school children using transit.
11. For task item “m. Transportation planning studies related to capital projects such as park and ride facilities, transit centers, facility master planning, and other operating facilities including the preparation of documented categorical exclusions” - Are these restricted to conceptual planning or does this task involve detailed architectural and engineering design work?
- a. Conceptual studies. We anticipate issuing a separate A/E on-call RFP early next year for more detailed design work.
12. Do you prefer that we list the cost categories included in the overhead rate in our own format, or do you prefer a financial statement?
- a. It’s only necessary to list the main cost categories but not the associated dollar amounts.
13. Is it correct that we would not submit other direct costs (not included in the overhead rate) until we are responding to a task order?
- a. We want a list of positions and respective rates. Actual costs will be generated for each task order.
14. In the case of Rolling Stock procurement planning, we have prepared a range of specifications and procurement documents, would MTTA envision the need to include factory inspections in these on call services?
- a. It is certainly something we would consider.
15. In the matter of Public Involvement, would MTTA wish to see our team provide the capacity for statistically significant random sampling surveys of riders and non-riders to judge community and user reaction to proposed improvements and to track the impression of the community as the improvements become operational?
- a. Including a market research element including a broad range of surveys and focus groups would be helpful.

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- 16.** In the Fare Policy item, would MTTA like to see our team capacity for rapid implementation of mobile ticket platforms on a demonstration basis?
- a. Please include any qualifications your firm thinks relevant in establishing your capabilities.
- 17.** To eliminate any repeat findings in Triennial Reviews, would MTTA share the findings of the most recent FTA report such that we may explain our techniques to plan remediation steps?
- a. The purpose of this possible task is not to remediate any current issue but rather to have resources available to help on future compliance efforts.
- 18.** With regard to Force Accounts, does MTTA anticipate a project that would involve rebuilding buses, or shelters, or buildings with MTTA staff as labor costs?
- a. We do not have such projects in mind at this time; however, we want to have that capability available to us should that change.
- 19.** What forms do subconsultants need to complete?
- a. Sub-consultants would need to fill out the same forms as the primary if they will be utilized on projects with the agency.
- 20.** Can you confirm whether the 50 page limit is 50 pages front and back or just 50 printed pages?
- a. For archiving purposes the 50 page limits would be simply 50 printed pages whether printed on one side of a sheet of paper or on both sides of a sheet of paper.
- 21.** Are cost proposals submitted by proponents required to comply with federal acquisition regulation (FAR) part 31 (federal cost principles for for-profit entities)?
- a. All transactions involving the Metropolitan Tulsa Transit Authority are subject to the FAR Part 31.
- 22.** Do rates need to be based on raw direct pay rate times overhead?
- a. Yes; the rates need to include profit as well.
- 23.** Can profit be applied to rate inclusive of overhead?
- a. Yes; please specify the method on Attachment A.