

Request for Proposals
2045 Regional Transportation Plan
Questions & Answers
Updated 4/9/21

Q1: Is there an estimated budget for the project?

A1: As presented to MetroPlan's Executive Board, the budget for this project is \$300,000. However, this number is a budget not a ceiling or floor.

Q2: What do you expect the RTP schedule to look like, as in how long to complete the project?

A2: The 2045 Regional Transportation Plan preparation is expected to take approximately 18 months and be completed by the Fall of 2022.

Q3: Is there a Disadvantaged Business Enterprise (DBE) compliance requirement?

A3: While there is no DBE goal percentage set by ADOT, compliance with ADOT's DBE rules are a requirement of the project.

Q4: Is electronic submission of the proposal an option?

A4: This RFP requires both an electronic and a hard copy submittal to be physically delivered. Specifically, RFP page 12 states: One (1) electronic copy (flash drive) and one (1) bound printed copies of the complete response to RFP to be received no later than 12:00 pm local time on May 3, 2021. The response to the RFP should be addressed to: MetroPlan 6 East Aspen Suite 200 Flagstaff, AZ 86001.

Q5: Will MetroPlan accept delivery of proposals in person?

A5: Yes, MetroPlan will accept delivery of proposals during regular business hours until the RFP closes on Monday, May 5th at 12:00 pm. Regular business hours are Monday through Friday 8am-4pm.

Q6: What is MetroPlan looking for as far as Public Participation— virtual or in-person meetings?

A6: Page 9 of the RFP, Task 5 states: "Provide a robust public engagement experience that is compelling, well-attended, educational, delivers actionable information, and 'reports out'". Outreach can include virtual and physical participation and MetroPlan looks for the proposed approach of interested vendors.

Q7: Tell me more about MetroPlan.

A7: MetroPlan is the Metropolitan Planning Organization for the Greater Flagstaff area. It is responsible for, among other things, creating a 25 year Regional Transportation Plan. Additional details about the organization can be found on our website at www.metroplanflg.org

Q8: What is the project name listed in AZUTRACS for the bidders list confirmation email?

A8: The project name is 2045 Regional Transportation Plan. Project number is MPD19-7314.21.400.1

Q9: What specific information needs to be included in the cost proposal?

A9: The cost proposal should include a standard line item budget, by the tasks identified in the scope of work, to deliver the document proposed work requested by the RFP.

If applicable, this information should also be provided for each sub-consultant to be employed to help the prime complete the work to prepare and provide the RTP.

Q10: Can an appendix be included to separate the pages that do not count such as the resumes and forms? Does an appendix page count against the page limit?

A10: Yes, an appendix can be included to separate the pages. The appendix page and content will not count towards the proposal page limit.

Q11: Is 11pt font required for graphics/images as well?

A11: No.

Q12: Regarding Task 7 - The beginning of the task description mentions analyzing Title VI and Environmental Justice population segments, but then states that the accessibility analysis will be filtered against Title VI communities and 2nd home communities. Should the accessibility analysis also be filtered against Environmental Justice communities (in addition to Title VI and 2nd home communities)? Can you please confirm the purpose of the accessibility analysis for 2nd home communities?

A12: Yes, the accessibility analysis should be conducted for Title VI, Environmental Justice, and 2nd Home communities. The purpose for including 2nd home communities is that they represent the other end of the served/underserved spectrum and have different services they need to access.

This is the final version of the 2045 Regional Transportation Plan Questions & Answers. No further questions will be accepted.