Request for Proposals for On-call Travel Demand Modeling Support Services

Consultant Questions and SRTA Response

Question #1 – There are tasks listed in the 'Project Scope of Work' section of the RFP. Does SRTA desire for firms to provide a budget and cost estimate for each task?

Answer: Tasks described under the 'Project Scope of Work' section are illustrative in nature only, and represent the types of services a consultant may be asked to assist with. Consultants are not expected to provide a cost estimate for each task. However, consultants must provide a fee schedule of hourly rates based on personnel or position title of each member of the proposed project team. The fee schedule should also reimbursable rates for items such as travel, printing, etc. Please review the 'Proposal Contents' section for more detail.

Question #2 – Under "Proposal Evaluation" it states "SRTA is not required to award a contract to the consultant with the lowest price." For the purposes of this RFP, we should not include a cost estimate, as this is an on-call contract and has a fixed budget. Is this correct? Our only cost information should be our team's hourly billing rates including all overhead costs, correct?

Answer: See answer to Question #1 above.

Question #3 – The request for proposals states that responses are due by 5:00 P.M. on April 30, 2015. Will you accept proposals if they are postmarked by then, but not at your office?

Answer: No, proposals must be received at SRTA's office by 5:00 P.M. on Thursday, April 30, 2015. Postmarked proposals that arrive after that time will not be accepted. Please see further details in the 'Proposal Submittal' section of the RFP.