



ADDENDUM #1

REQUEST FOR PROPOSAL (RFP) #2024-01 Regional Partnership Study

NOTICE TO ALL BIDDERS

The Request for Proposal is modified as set forth in this Addendum. The original Request for Proposal and any previously issued addenda remain in full force and effect, except as modified by this Addendum. Proposals shall consider this Addendum when preparing and submitting a proposal and shall acknowledge receipt of this Addendum in their proposal.

BID SUBMITTAL DEADLINE

The proposal submittal deadline is changed by this Addendum.
Proposals are due Friday January 26, 2024, 1:00 p.m. (EST).

1. The RFP clearly says that study results should support Title VI analysis. Is this study designed to fulfill any other federal requirements, such as a human service-public transit transportation plan?

No, we do not need a title VI analysis as part of this study. We would like to understand how riders move between the three counties. We would like that information to come from the surveys.

2. Will agency resources be available to help facilitate rider surveys?

No

3. Will there be one project manager for this study (lead agency) or can we expect to work with a project management team (shared representation)

Project team will be 1 representative from each agency.

4. Please confirm that the proposal can be submitted electronically through Bidnet. We could not find the solicitation listed there. Alternatively, is there an email address to which we can submit electronic copies of the proposal?

Proposals can only be submitted electronically on Bidnet under Regional Partnership Study 2024-01

5. Has a DBE goal been established for this project?

No DBE goal for this project

6. Please confirm that the cover, cover letter, table of contents, dividers, forms, and resumes do not count toward the 60-page limit.

No

7. The RFP states in Section 2.6 that transportation and daily expenses would be the responsibility of the proposer. Would MTA confirm whether this also applies long distance travel and expenses for non-local staff and whether that may be reimbursable? May a proposer include such expenses within inclusive flat amounts (like a lump sum) for each task?

Yes, the price can be included in the flat rate.

8. Section 7.7 requires the awarded proposer to appear that the office MTA in person to sign the contract within 7 days' notice of contract award. Most public agencies currently allow for electronic processing of contracts through PDF, DocuSign or similar. Travel to MTA by one of our signers upon selection would be a large expense without providing significant value. Would MTA consider removing this requirement and allow for electronic processing of a final contract?

Contract can be signed digitally.

9. Section 7.10 requires the Consultant to have a State of Michigan Contractor License as required. Would MTA confirm that no State of Michigan Contractor License is required for this RFP? Michigan in our understanding does not require a Contractor/Builder's License to perform the planning services included in the scope of work (nor is a planning firm likely to be qualified to obtain such a license because they don't provide those types of services).

State of Michigan Contractor license not required for this project.

10. Section 9 on page 23 requires: "Workmen's Compensation-statutory limits for State of Michigan or for the state in which the work is to be performed." For out of state proponents, can you confirm that proof of compliance through an exemption with a proponent's local workmen's compensation would meet this requirement?

Contractor agrees to carry and to furnish certificates from its insurance carriers

11. Section 9 on page 23 Part C of the RFP there is a requirement for "Automobile Public Liability \$2,000,000. and Property Damage \$2,000,000." Our firm does not own any automobiles. Please confirm if instead, the Non-Owned Automobile insurance coverage for \$2,000,000 will be sufficient.

Yes

12. What is the budget for this project?

Budget has not been determined for this project.

13. Based on Section 2.4 of the RFP, it appears the Draft Report is due one month after start, and the Final Report at six months. In our experience a project of this

scope takes around 12 months to complete, including sufficient time to complete the important engagement to be successful. Based on this, would you adjust the completion date to April 1, 2025?

RFP timeline is an estimate only. Please list a proposed project timeline

*****PROPOSALS MUST INDICATE ADDEMDUM RECEIVED IN PROPOSAL**

“ADDENDUM #1 RECEIVED”