



April 16, 2020

Re: **20-RFP-SVMPO-OC1 ON-CALL PLANNING PROFESSIONAL SERVICES**

Dear Respondent(s):

This Addendum forms a part of the contract documents and **modifies** the original ITB documents as noted below:

1. The RFP uses two different titles, one title on the cover sheet and another title on page 24, which title is correct? **Either title is acceptable.**
2. On the “Staff Expense Certification” should we only include key staff or all staff listed in the submittal and on the organization chart? **Per page 27, this section requested that you provide information for your “proposed staff roles” and we are focused on key staff. It is expected that adequate information will be provided to allow reviewers to assess the reasonableness of your rates across all the levels of your expected staff to meet the category(ies) applied for.**
3. Can you send out a form for the “Consultants Section Not to Exceed Proposed Rate Form” that does not have a SAMPLE watermark on it? **No, the sample was demonstrative – it is recommended that your firm use whatever format you have readily at hand that provides the requested information (average hourly not-to-exceed rates).**
4. For the “Key Staff and Area of Expertise” section (section 4), is it allowable to create a table showing all the key staff and which of the 5 categories they are proposed for, and provide a brief summary of the staff person, one time, rather than duplicating it under multiple categories? **Yes, that is preferred but not required.**
5. Several of our subconsultants are small firms that typically provide only fully loaded rates. Some of them only have one labor category. Some are not required to have registrations for their work. **For these subconsultants, are we required to use the “SECTION NOT TO EXCEED PROPOSED RATE FORM (Straight and Average Rates)” or can we simply provide their fully load rates? It is not required that you provide rates for your subconsultants. At the time of a request for a cost proposal for a specific task – that is when that information will be obtained.**
6. Is PDF format acceptable for the electronic submittal? PDF will allow us to merge all documents into one document rather than submit PDF forms and Word proposal. Or do you prefer Word and PDFs? **PDF is the preferred format.**
7. If an answer to any question asked spurs an additional question, would we be able to ask it beyond the 4/16 1pm deadline date/time? **No, we would be unable to respond in a timely manner to all applicants. If you are unsure, it is recommended you provide the information or offer to provide the additional information upon request.**

8. Are you looking for loaded hourly rates (labor+OH+fee) and not payroll rates? We are looking for your average hourly not-to-exceed rates. This is typically your total fully loaded payroll rate. If you separate your fully loaded rate or use an overhead rate clearly state that information in your transmittal.
9. Do we include rates for subconsultants? If yes, can we include one rate sheet per subconsultant? It is not necessary to provide rates for sub-consultants – these will be obtained at the time you submit individual Cost Proposal for tasks.
10. Form 7 - There is reference to FTA's accompanying instructions. Please provide those instructions. In addition, please provide guidance as to what provisions of this certification do not apply to the applicant or its award as is discussed at the top of page 46 of 70 of the RFP. The FTA accompanying instructions that are referenced on page 46, have been incorporated into this RFP and the requirements for which assurances you need to certify to are noted on page 31 for Form 7.

The SVMPO is well aware that in almost every single future task order these certifications are not relevant to the work that will be performed under this On-Call. However, the source of the funding for the future contracts is co-mingled FHWA and FTA funds and it is an FTA requirement that, at a minimum, every consultant team funded by this MPO must provide the FTA assurances as noted. This requirement is also part of the review provided to this MPO by ADOT's Transit Dept. and is related in its entirety to the funding sources and not, per say, to specific work tasks that may or may not be assigned to any given consultant firm under this On-Call. Most of you are not operators, nor are you the State and thus the section is not applicable; however, the requirement to provide this form as noted in the RFP is unchanged and subject to the notation at the top of page 46 that some certifications will not be enforced by FTA if not applicable.

11. Form 7 - The proposers are not the applicant. We suggest a statement be added to the RFP to the effect that the proposers need not certify form 7 and that by submitting a proposal the proposer certifies they can help furnish support services to the applicant related to form 7 requirements. Can the SVMPO make this change as part of an addendum to the RFP?

FTA Certification and Assurances/Categories – Provide clarification on which of the 20 categories are needed if pursuing Transit and Mobility Management Planning.

For example, what are the funding mechanisms for planning related transit projects? Category 14. Infrastructure Finance Programs - "If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act ("TIFIA") Program (23 U.S.C. §§601–609) or the State Infrastructure Banks ("SIB") Program (23 U.S.C. § 610), it must make the certifications in Category 8 for the Urbanized Area Formula Grants Program, Category 10 for the Fixed Guideway Capital Investment Grants program, and Category 13 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o)."

Will the SVMPO remove Category 1 as a required category as part of an addendum to this proposal? There are numerous Acts, statues, U.S.C's that do not apply to consultants submitting on this proposal and are outside of our control to enforce during task activities that we are being requested to certify at this time. For instance, in 1.1 subsection (a) on page 46 of 70 of the RFP the following section would indicate that proposers are asked to certify that the firm submitting has funds on hand to pay the non-Federal share of project costs. While we can help prepare documents on behalf of the applicant, the SVMPO or other entity should certify

this and not the firms proposing on this project. This is just one of many examples that would be outside of a proposer's control and thus uncertifiable.

Will the SVMPO remove Category 2 as a required category as part of an addendum to this proposal? The first paragraph is related to operators and the second and final paragraph is related to a State. As the two paragraphs to be certified do not apply to consultants submitting on this proposal, we cannot certify that the operator and/or state will or have complied with these requirements. While we can help the applicant (operator or the State) prepare the documents, SVMPO or other entity would be the applicant and this Category cannot be certified by the proposer. **No. From the perspective of FTA, all proposers to the SVMPO Solicitation that includes federal transit funds as part of the funding source, are therefore applicants. All applicants /proposers are to certify to 01, 02, and 03 for this RFP. If your firm is applying for the transit category you must certify to all 20 of the FY20 certifications.**

12. FORM 7 – FTA Certification and Assurances/Categories – Provide clarification if attorney affirmation signature is needed. Instructions on page 31 of the RFP states “Attorney affirmation signature required at time of contract award.” Certification and Assurances (page 3 at the end of form) states “**Each Applicant for federal assistance to be awarded by FTA** must provide an Affirmation of Applicant’s Attorney pertaining to the Applicant’s legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney’s signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.” **Attorney affirmation is not required in response to this RFP. It will be required at the time of contract award. This concession was made to not require the firms to assess attorney’s fees until absolutely necessary.**
13. We are a DBE certified firm in the state of Arizona and plan to perform all work tasks with our own employees. Would it be OK to enter our own firm on the DBE Letter of Intent? **Yes.**
14. Is it okay to provide a cover sheet, other than the cover letter? **Yes.**
15. Is it okay to use a Table of Contents after the Cover Letter? **Yes.**
16. Can we provide a current screen shot / webpage print out of our Entity Listing at the ACC in lieu of a certificate of Good Standing? The status on the entity information screen shows our corporation as In Good Standing. With the ACC offices closed we aren’t sure how long it would take to get a Certificate issued. **Yes, that is acceptable.**
17. Is it okay to provide more than 3 recent project examples if the descriptions are kept short? No more than 5 total? **Yes.**
18. We have no Professional Licensed staff. Would we attach a statement as Attachment 1, stating that? **Yes, that would be acceptable.**
19. A question was asked (#12 on Addendum 2) to clarify item #9 Staff Expense Certification and the RFP Attachment 3: Proposed Not-to-Exceed Rate Form. Item #9 states that a sample form is provided yet that form is identified as a Proposed Rate Form. It seems as if item #9 and RFP Attachment 3 would be the same thing? **Yes, they are...but we are looking for a Not-to-Exceed rate for staff expenses. On page 27, item #9, it specifies that the state expense certification is an average hourly not-to-exceed rate. The sample form is only one example of how a firm might choose to share that information with us.**

20. Do we include all pages of the addenda or only the signature pages? [Either solution is acceptable.](#)
21. Form 2 requires a witness signature. Per Addendum 2, item 6, digital/scanned signatures are acceptable. Would that also be acceptable for the witness signature? [Yes, a digital signature is acceptable.](#)
22. I'm writing to confirm that registering with AZ UTRACS is a requirement for this project. Our company has an account with AZ UTRACS, however it does not look like the SVMPO On-Call Professional Services project is listed with the system. We are unable to register without the project being listed. Please advise us on how to proceed. [Yes, registration with AZ UTRACS is required. Please provide documentation of your account in the AZ UTRACS database to meet the requirement. You can also link to the registration page to be placed on the State's Database at: <https://utracs.azdot.gov/AzUtracsRegistration> Registration within UTRACS for a specific project will not be possible until after the time of award because they will be assigned to specific task orders. An e-mail confirming your AZ UTRACS registration, or a screen shot of your existing registration is acceptable.](#)

Except as provided herein, all terms and conditions in the proposal referenced above remain unchanged and in full force and effect. Failure to return a signed copy of this addendum could render your proposal non-responsive.

#### ACKNOWLEDGEMENT OF ADDENDUM NO. 3

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Procurement Division, City of Sierra Vista, 1011 North Coronado Drive, Sierra Vista, Arizona 85635 by the proposal due date and time **April 21, 2020 before 1:00 P.M. ARIZONA LOCAL TIME.**

This is to acknowledge receipt of Addendum No. 3, \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Signature of Authorized Representative/Title

*Helen Lee*

**Contracts Management Analyst**