



City of Raleigh
Request for Qualifications #CP2017-002 (ADDENDUM I)

Title: Avent Ferry Road Corridor Study
Issue Date: 09/30/2016
Issuing Department: Department of City Planning
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Due Date: Friday, 11/04/2016 at 4:00pm

1. Addendum I

As stipulated in the original Avent Ferry Road Corridor Study Request for Qualifications, this document will serve as an addendum to the full RFQ published on September 30, 2016. This document contains a summary of all questions received from prospective firms during the RFQ process.

2. Questions and Answers

Q: The project scope calls for the “creation of AM and PM capacity and simulation models”. Is there a specific type of model required? If so, please specify. Is it analytical model (e.g HCM or Synchro) or microscopic simulation model (e.g. Vissim) or both?

A: Analytical model (HCM/Synchro)

Q: Just for clarification: no printed, hard copies are requested? Just 1 PDF file on a CD-ROM or flash drive, correct?

A: Correct. No hard copies are required.

Q: On page 6 of the RFQ, it provides directions for hardcopy submittals, but it never says how many. How many printed copies would you like? It says in two places to submit 1 electronic version- the first place on a thumbdrive, and the second does not indicate. Do we need to also email the PDF to you?

A: Printed copies are not required. Submit one electronic version in PDF format on a thumbdrive or CD-ROM. An email is not necessary.

Q: Page 9 of the RFQ says: “Furthermore, the City’s goal is to contract or sub-contract fifteen percent (15%) of the contract amount to Certified MWBEs on construction projects over \$300,000, or with contracts that include \$100,000 or more in state funding. The goal breakdown is 8% for minorities and 7% for non-minority females.” Does that apply for this particular project? Is the goal for this corridor study 15%? Also, do the MWBE firms need to be registered by the City of Raleigh to count towards the goal, or will HUB, SPSF, etc. firms count?

A: The City of Raleigh encourages the use of minority and women-owned businesses on all projects. Since the contract will not involve a construction project over \$300,000 or \$100,000 or more in state funding, that specific language does not apply for the project. However it is strongly recommended that teams extend an opportunity to MWBE’s and include in your proposal how they will be utilized if any are a part of your project team.

MWBE vendors should be registered with HUB. The City of Raleigh MWBE vendors are certified by HUB. More information regarding MWBE and the City of Raleigh can be found at

<http://www.raleighnc.gov/business/content/HousingNeighborhoods/Articles/BusinessAssistanceProgram.html>.

Q: If we have subconsultants on our team, do we need to include 3 project examples for each firm or just the prime? Same for the reference list, financial statements, current workload, rates, and lawsuits. Do we need to include all of this information for each sub or just the prime firm?

A: Project examples, references, and rates are expected for each firm involved. Financial statements, lawsuits/pending legislation, and workload would be for the prime only.

Q: Is the Iran Divestment Act Form required as part of the proposal? Does it count against the page limit?

A: No, it is not required for the RFQ response. It is required for the consultant contracted by the City.

Q: As the City will be authoring and producing the final report, what is the scope of narrative material expected from the consultant? Will the City be crafting the final recommendations based on graphic and statistical information provided by consultant?

A: The minimum expectation is that the consultant team will produce detailed, high-quality technical reports and supporting graphics which staff will adapt and integrate into a final report. The consultants will be given an opportunity review the report prior to releasing a draft. This methodology has been chosen due to past experience with the logistical difficulty and budgetary impact of accommodating the many and frequent amendments that occur during the public review and adoption process. Staff wishes to prioritize the budget towards the technical work and development of recommendations. Respondents wishing to propose an alternative approach should detail the rationale and budgetary impact in their project approaches.

Q: Will the City be responsible for all public document production? Does the city expect narrative information provided by the consultant to be formatted for public distribution or will simple text documents be adequate?

A: It is anticipated City staff will handle public document production, with support from the consultants. Text documents should suffice for narrative information. The determination of participation levels between the City and consultants will be determined in the scope and contract for the project.

Q: The City is proposing to handle the bulk of public engagement logistics and media. Is it expected that the consultant will design and facilitate public meetings or would this be handled by the City as well?

A: It is expected this would be a shared responsibility, with the City taking the lead assisted by the consultants. Exact participation between the City and consultants will be determined in the scope and contract for the project.

Q: What is the approximate project budget?

A: The project budget is \$100,000, as currently available as part of the City's CIP.