

**RFP - TOD CONSULTING SERVICES (FTA PILOT PROGRAM)
QUESTION AND ANSWER TEMPLATE**

#	RESPONDENT'S QUESTION	RESPONSE
1	The evaluation methodology on page three does not identify cost as a criteria for evaluation. Is this correct? If so, will the cost be negotiated after the selection of the consultant(s)?	Yes, this is correct. The cost will be negotiated after the selection of the consultant.
2	Has a budget range been established for this project?	It is a matter of public record that the grant was for \$300,000: http://www.fta.dot.gov/grants/15926_16564.html
3	In reading the Instructions to Bidders, and some required forms, I understand that the goal for DBE participation is 10.56% of the total contract amount. Is this level of DBE participation mandatory or a true goal?	The DBE participation at 10.56% is a true goal.
4	Does the DBE need to be local to Northwest Indiana? Do they need to be registered in the State of Indiana?	We will accept out-of-state DBE certifications and other Indiana agency certifications.
5	Must bidders be prequalified by INDOT, RDA, or any other governmental body?	While not required for this project, please provide any pre-qualifications your firm may have.
6	I did not see a map of the proposed alignment of the rail extension. Is such a map available?	All Westlake Corridor project information can be found here: http://www.nictdwestlake.com
7	The expected process and level of effort for community engagement is not specifically detailed in the RFP. Is that left up to the discretion of the bidder, or is this something that will be detailed in concert with the stakeholder communities upon selection?	The process and level of community engagement will be determined upon consultant selection.
8	Please confirm how many copies of the technical and price proposal you would like to receive?	One electronic and six complete proposals are to be submitted.
9	Is there going to be a pre-proposal meeting?	As of the date of this correspondence, a pre-proposal meeting has not been scheduled.

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10	Do we need to complete the Standard Fee Structure - Professional Services Contracts Form? Many firms do not operate under a base + overhead pricing model. We sign contracts on fixed fee or fee + expenses and are happy to provide fully-loaded hourly rates for personnel. Is this acceptable?	Fully-loaded hourly rates for personnel is acceptable. It will be at the discretion of the NWIRDA to request additional information as necessary.
11	Can you forward a list of professional firms that are qualified as DBE with the NWIRDA	Currently, the NWIRDA does not have a list of firms that are qualified as DBE's.
12	If you are a privately-owned company and do not release a financial statement, can you provide a financial summary and letters from an accountant and/or bank?	If you are a privately-owned company and do not release a financial statement, it is acceptable to provide a summary from your accountant and/or bank.
13	Do each of the three communities have GIS base data in the area of the TOD sites?	Each of the three communities has access to GIS base data in the area of the TOD sites.
14	Could you please provide an acceptable methodology, or formula or standard, for determining burden rate; and/or, please provide a list of exclusions for determining the burden rate.	The Overhead or Burden Rate is submitted by the firm and the agency determines if they feel it is acceptable. The firms accounting personnel or auditors calculate what the firms overhead rate is on an annual basis. This should be a tool the firm uses to ensure they remain competitive in the market place but still maintain a reasonable profit.
15	In the Instructions to Bidders, under the Price Proposal Requirements, it is stated that "this form indicate man-hours for each classification of individual and for each phase of work with all costs shown including the cost of the insurance required". Do we need to include our insurance costs if it is already factored into our overhead? Our insurance is not project specific -- we normally carry the insurance required to cover all our business activities.	Firms do not need to include insurance cost separately if they are included into the overhead. It will be at the discretion of the NWIRDA to request additional information.

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16	On page 2 of the Standard Fee Structure form, there is a space for Audit Performed. If we have not had an audit performed do we need to fill out that section, specifically Section D, where rate and indirect expense pool is asked for. This seems to largely duplicate of what is being asked for on Page 1, or is this for something else?	If your firm has not had an audit performed, it is not necessary to fill out the Audit Performed on Page 2 of the Standard Fee Structure form. However, firms must state the reason why they have not had an audit performed.
17	On page 1 of the Standard Fee Structure form, are the boxes that have asterisks where we are to put in our totals, or do they have some other meaning?	On page 1 of the Standard Fee Structure form, the asterisks are where you put in the totals.
18	On page 1 of the Standard Fee Structure form, under Travel, what does the term "direct charge" refer to? Is this intended to reflect a standard lump sum charge for all transportation and per diem costs per trip, the straight pass-through cost, or something else? Are there standard per diem costs allowed under state laws?	The firm would be allowed reimbursable travel expenses as agreed with the project manager for the NWIRDA. These travel expenses shall, in most cases, be the direct expense of this item. The federal government does allow per diem in some travel categories and these can be found on federal websites. The intent of the travel expenses is to make the firm whole in this expense. Only expenses incurred should be submitted as this relates to the project and approved by the agency.
19	What has the public process been like to date for the West Lake extension?	All Westlake Corridor project information can be found here: http://www.nictdwestlake.com
20	How many station areas does this project scope address? Existing documentation and maps identify stations and station alternatives. Are the station areas finalized? If they're not finalized, is it expected that this project will help in selecting final locations?	All Westlake Corridor project information can be found here: http://www.nictdwestlake.com . The station areas are not finalized as of the date of this correspondence. It is unlikely this project will assist in selection of final locations.
21	Should we assume the planning work already completed by NICTD, such as station area site plans, is work to be built off of? Is this work final, or is it preliminary and open to new ideas?	This project will begin planning work associated with the work NICTD has already completed and/or in the process of completing.
22	Is there a consultant currently working with NICTD on the Westlake Extension? If so, who?	AECOM is performing the DEIS with NICTD/NWIRDA and SEH of Indiana is performing the Public Involvement services with NICTD on the Westlake Extension.

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23	As part of the final deliverable, we want to confirm you are not expecting for site plans for station areas. You are looking for a strategic report.	The NWIRDA is not expecting site plans for station areas. However, in the final deliverable, we are expecting the selected consultant to develop station-area concept plans around existing or proposed rail stations, incorporating TOD best practices of mixed uses, increased densities, and balanced parking requirements to create economical and vibrant neighborhoods. Also, in the deliverable, we would expect draft model regulatory codes and guidelines needed to implement TOD. These would include but are not limited to zoning ordinances, architectural design guidelines, subdivision rules, and parking requirements. Please note these guidelines will likely vary by stakeholder community.

Updated: 3/11/2016