

QUESTIONS AND ANSWERS

Nortex Public Transit-Human Services Transportation Plan for 2022-2026 Request for Proposal.

1. Will there be a project advisory committee made up of key stakeholders? If so, what do you envision will be their role in the planning process?

Yes, there will be a project advisory committee. Because we have a geographically large region (9,500 sq.mi.) and a small population (more cows than people) an advisory committee will assist in identifying resources in the region. We can also make introductions in order to facilitate better communications.

2. Are some virtual public and stakeholder meetings acceptable during COVID precautions?

With the COVID precautions, you can do meeting virtually. We would ask they be recorded and provided with the study results.

3. If some virtual meetings are permitted, do you have a preferred meeting platform (i.e., Zoom, GoToMeeting)?

We use zoom but any format will work. Be aware some of our counties, computers are not necessarily commonplace and virtual may not yield the results due to poor or no broad-band and poor computer skills.

4. Do you want the proposal printed on one side of each page only, or can the pages be double-sided (30-pages single-sided/15-pages double-sided)?

I understand the savings in doing double-sided but we want this to be a usable document. This decision is whatever you feel best serves your RFP and will generate a user-friendly document.

5. Are there page breakdowns for each section other than the single page cover letter?

We want the sections to be clearly distinguishable and user friendly. Because there are specific topics and defined users, the document needs to be geared in that direction.

6. If interviews are required, is there an option to interview virtually considering COVID-related health precautions?

Interviews can be done virtually however; we would like for them to be recorded and the record provided with the final document.

7. Does the page limit include resumes?

Interesting question. I do not think resumes would be included in the page numbering but rather as an appendix to the RFP.

8. Does the page limit include the Table of Contents and/or front cover?

Page limit does not include Cover nor the Table of Contents.

9. On page 6 of the RFP, it says proposals must be submitted electronically via email. On page 9, it says three hard copies are required and the digital copy must be submitted on a USB drive. Please clarify.

We would like to have the electronic proposal so that we can share with our full committee in advance of any meetings. This can be accomplished most efficiently via email. We would like to have the hard copies for our files, for audit review should that occur and for TxDOT should they request such. The USB copy gives us a backup copy.

10. Has a not-to-exceed budget for this project been identified?

We do have a budget range. However, I do not believe revealing that information is in the best interest of fairness, so please forgive my reluctance to provide that answer.

11. Where in the proposal should cost information be provided?

It can be any place you feel appropriate. I would give consideration to inclusion in the cover letter or in any opening statement.

12. Are the cover page and table of contents excluded from the 30-page limit?

No

13. The RFP says to not alter forms. Will providing additional pages for information on Attachment A (Services Questionnaire) be acceptable if necessary (such as for an organizational chart or resumes)?

I think Services Questionnaires and/or Resumes would most appropriately be found in an appendix.

14. Please clarify that Attachment A will comprise the bulk of the proposal.

There are several sections with specific informational needs which must be clearly identified in the document. However, this question deals with your response to the RFP and this section is the most detailed of any of the required sections. Without this information, we cannot conduct a full and fair comparison of all the RFP's submitted.

15. Please confirm discussion of the scope of work should be included within the Project Understanding section of Attachment A and not in a separate section.

Yes, in Attachment A "Project Understanding" is where you would outline your understanding of the scope of work.

16. Do Nortex or any of its members conduct any annual or regular unmet transit needs evaluation?

In the past, Nortex has conducted several surveys and they will be made available upon request. I would expect the other transportation service providers would do some type of surveying but I do not have copies nor have I reviewed any of those documents.

17. Was a consultant utilized in the preparation of the prior Plan? If so, what consultant?

The prior plans have been conducted in house and that information is available upon request.

18. If the prior Plan was completed in-house, are the staff who prepared it still employed by Nortex?

Yes, the staff is available and the information will be provided upon request.

PROPOSALS ARE DUE DECEMBER 31, 2020 BY 5:00pm CST.

All proposals must be submitted electronically and emailed to the attention of:

**Mr. Joe Gambill
Email: jgambill@nortexrpc.org**

Proposals must be submitted by using a USB Flash Drive, Email and Three Printed Copies of the Proposal. We use the electronic submission as the most convenient for the submitter. Additionally, it allows us to transmit the information to the scoring and ranking sub-committee. We want the USB flash drive and three printed copies for other agencies to be able to see what was submitted. This includes auditors both for us and for oversight agencies and for a permanent stored record.