YMPO Rail/Heavy Freight Study
Question and Answer Form 1

Date: 4/21/21
Name of Preparer: Paul D. Ward

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| 1.     | 6 and 7| **Question:** YMPO stated that they would like consultants’ responses to follow the given format including numbers and letters. In Section XI, page 6 there is a bullet list defining the required format for the proposal. In Section XII, on page 7, there is a numbered list of items to be included. Can I assume that the items listed in the bullet list are to be worked into Section XII?  
**Answer:** Vice versa, Section XI defines the format of the proposal, and the headings that the proposal should contain. Those headings include an Introduction, a Scope of Work, Project Personnel, Project Schedule and Experience and References. Section XII substantially lists further details of those headings that should be provided. |
| 2.     | 6      | **Question:** Can the samples be submitted separately from the proposals? How many copies of each sample are desired?  
**Answer:** Yes, samples may be submitted separately - they do NOT count as part of the proposal, but they will need to be delivered within the same time frame, as evaluators will want to refer to them during the evaluation process. Only **one** printed copy of each sample is requested, plus an electronic copy of each proposal, on a flash drive. IF a sample is not included, an application will NOT be rejected but, importantly, the application will NOT be appropriately evaluated without a sample being present. |
| 3.     | 17     | **Question:** Can you clarify the format you would like the fee in and the information that must be included? Should the fee be in the format of Appendix D: Example Staffing Table?  
**Answer:** The fee does **NOT** have to be in a separate sealed envelope, it can be included as part of the proposal **AND** shown on Appendix D, **openly**. If you wish, you can state the fee in its total amount anywhere in the proposal. However, as we also require Appendix D: Staffing Table, the total amount should be consistent, wherever it is displayed. |
| 4.     | 6      | **Question:** Is the required cover letter excluded from the page limit?  
**Answer:** Yes, the cover letter is excluded from the page limit, **PROVIDING** it is **NOT** bound as part of the proposal. If it is paper-clip (or rubber-band) attached, it will be regarded as separate from the page limit. |
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| 5.    | 5      | **Question:** Page five of the proposal states that there is no DBE requirement. However, the evaluation criteria states that 5% of the scoring will be use of DBE firms. Can you clarify how this is evaluated?  
**Answer:** A proposal will not be rejected if a DBE commitment is not included. However, DBE evaluations will be carried out by comparing the proposals submitted. If all proposals received show an equally strong DBE commitment, they will all receive the same number of points. |
| 6.    | 11     | **Question:** Page 11, item number 3 of the RFP mentions that proposers and sub-proposers shall provide evidence of necessary licensing with the proposal or prior to commencement of the work. Can you confirm if copies of the licenses are required or are license numbers sufficient?  
**Answer:** Copies of licenses are only requested from the successful team. |
| 7.    | 15     | **Question:** On page 15 of the RFP, item numbers 7, 8, and 9 discusses items that the Proposer either must certify, include, or document, but there are no forms/exhibits included in the RFP related to Debarment and Suspension, Drug Free Workplace, or Restrictions on Lobbying. Can you confirm that a statement of conformance to these requirements within the proposal is sufficient to address these requirements?  
**Answer:** As indicated in the RFP, proposers should provide a notarized affidavit for the Debarment and Suspension item and must provide certifications of compliance for the other two items. |
| 8.    | 2, 4 and 18 | **Question:** Is the completion timeframe 11 months or 12 months from the notice to proceed?  
**Answer:** The timeframe is eleven months from the notice to proceed. |
| 9.    | 4      | **Question:** If the Consultant proposes a higher amount to the amount currently programmed for this study ($240,000), will be the Consultant’s proposal rejected?  
**Answer:** No, it will NOT be rejected. However, the cost of the proposal is one of the evaluation factors considered by the evaluation committee. |
| 10.   | 3      | **Question:** Please clarify whether the Consultant that originally prepared the Yuma County Rail Corridor Study will be allowed to participate in this RFP?  
**Answer:** YMPO has NOT excluded any companies from consideration. |
| 11.   | A9     | **Question:** Is the intent to analyze the economic impacts of a new rail alignment? Or is it to analyze the impact of freight that is based on freight forecast?  
**Answer:** The intent is to determine the economic impacts are of a new rail alignment, including the impact of freight that is based on the freight forecast. We would anticipate that any company considering building a new rail alignment will carry out their analysis of the economic impacts prior to moving forward. |