



RFQ - CONSULTANT SERVICES FOR FREIGHT PLAN Questions and Answers Documentation

The following questions were received by email at rbancroft@oki.org by the March 30, 2022 12:00 p.m. EDT deadline.

1. Q: Do I correctly understand that RFPs and RFQs will be (only) disseminated to OKI's DBE / SBE Certified Vendor Directory and Bid List? Can the RFP be sent upon a request?

A. OKI does not disseminate the RFQ directly to any firms. We direct everyone to www.oki.org for all information. I will have staff add your firm to our "Consultant Email List" in Constant Contact, so you will receive email notice of future RFP/RFQ postings. This is what was sent this morning (3/16/22) to OKI's Constant Contact "Consultant Email List" and "DBE Email List."

Requests for Qualifications: Consultant Services for OKI Freight Plan

The Ohio-Kentucky-Indiana Regional Council of Governments is now accepting Statements of Qualifications for consultant services to develop a new regional freight plan. Submittal deadline is 12:00 p.m. EDT April 20, 2022. Information at www.oki.org.

2. Q: Can you let me know if **Task 1: Collect and Analyze Existing Freight Conditions and System Performance for the Freight Plan** is being completed by OKI staff or by a consultant. If being completed by a consultant, can you let me know which consultant.

A. In the RFQ on page 17, Task 1 is stated as "Task 1: Provide a set of **Future Freight System Performance Modal Summaries.**" The consultant hired through this RFQ will conduct this Task 1. Regarding the **Existing** Freight System Performance Modal Summaries, this work is being completed now (in FY 22) entirely by OKI staff. Data collected by OKI will be made available to the Consultant selected through this RFQ for use in their assigned FY 23 tasks.

3. Q: Is the budget range for this project public information? If so what is the anticipated budget?

A. The posting is a Request for Qualifications (RFQ). OKI will base its selection of a consulting firm solely on the firm's qualifications as outlined in the evaluation criteria on page 25. Once OKI makes a selection, we will negotiate a contract with the chosen firm. At that time, budget and costs are discussed. Please note section 2.1.2. that "**Cost proposals must not be part of the submittal. Submittals containing any costs, cost proposals, or any other cost related figures will be rejected.**"

4. Q: We have reviewed the OKI Freight Plan solicitation and have the following questions:
- May the pre-qualifications be fulfilled by the team (combination of prime and subconsultants)?
 - Can any additional materials be included in the submittal, for example:
 - An introductory cover letter?
 - Appendices with additional information, which may include corporate background, staff resumes, or other materials?
- A. 1) Each company member of the team should be prequalified by ODOT or KYTC as outlined in section 2.3.2.1. However, as the same section states, the prequalification is not required if there is no suitable prequalification category for the type of work the firm/team member will be performing.
- 2) Past OKI project SOQs have often included a cover letter and appendices. However, the OKI Selection Committee appreciates the ability of a firm to be as concise as possible. Therefore, it is preferred that the submittal utilize the following elements to share information rather than appendices that include resumés or other information.
- 3.1.2. **Approach to Project and Management of Subs:** This document should describe how the Proposer would approach and manage the specific tasks described in the Project Scope found in Section V of this RFQ. The document shall include a narrative description of how the Proposer would conduct the project and generally manage its subcontractors and task orders for various projects assigned by OKI. There is no prescribed format for this document. The format of the document shall be at the discretion of Proposer. This document should not exceed five (5) pages.
- 3.1.3. **References/List of Relevant Work:** This document, Attachment #2 in Section VII of this RFQ, shall include a list and description of the three most recent and most relevant work examples performed by the Proposer and its team members. As a condition of SOQ responsiveness, this document must be fully completed and submitted with the SOQ.

Q&A continues on next page

5. Q: • To address the evaluation criteria, we wish to convey the Expertise and Depth of Knowledge on Future Freight of our project manager and key team members. We do not find a specific section within the RFQ to address the individual qualifications or the firm's experience. How would you prefer to see this pertinent information?
- To address the evaluation criteria, we wish to provide information and Recent Examples of Creative, Multimodal freight analysis work and Freight Solutions. We do not find a specific section within the RFQ to address our recent freight planning projects. How would you refer to see this pertinent information?

A. The OKI Selection Committee appreciates the ability of a firm to be as concise as possible in their written submittal. RFQ requirements should be met, and sufficient information provided so that the firm will be evaluated highly by the Selection Committee during the Short List process and invited to the final interview phase where firms can share more in-depth staff expertise and recent freight planning projects.

Therefore, firms should utilize the following elements to the best of their ability to share such information within their SOQs:

3.1.2. **Approach to Project and Management of Subs:** This document should describe how the Proposer would approach and manage the specific tasks described in the Project Scope found in Section V of this RFQ. The document shall include a narrative description of how the Proposer would conduct the project and generally manage its subcontractors and task orders for various projects assigned by OKI. There is no prescribed format for this document. The format of the document shall be at the discretion of Proposer. This document should not exceed five (5) pages.

3.1.3. **References/List of Relevant Work:** This document, Attachment #2 in Section VII of this RFQ, shall include a list and description of the three most recent and most relevant work examples performed by the Proposer and its team members. As a condition of SOQ responsiveness, this document must be fully completed and submitted with the SOQ.

6. Q: Our team was reviewing the RFQ for the OKI Freight Plan and we had a couple of questions:
1. Will OKI accept a secure electronic signature (like DocuSign) vs. a wet signature?
 2. On pg. 18, under the information "OKI will provide to the Consultant," please confirm the file format(s) for this information.

A. 1. Yes, OKI will accept electronic signatures.

2. The file format will depend upon the data; however, most datasets are saved in Microsoft Excel. Another file format example might be GIS shapefiles or Geodatabases for geospatial data should it be needed for by the consultant team to efficiently complete their tasks.