



# METROPLAN

GREATER † FLAGSTAFF

## TA Safe Routes to School Infrastructure Project Questions & Answers

1. Would MetroPlan please share the TAP grant application so that proposers have a more detailed understanding of the scope of work?
  - a. The grant application for the SRTS/TA funding was very general and we do not believe would be useful for this RFQ.
2. Alternatively, could you please provide the planning project materials that informed this RFQ?
  - a. The RSOQ has more detail in the scope of work and listed task orders. The projects identified as priorities were due to public comment, location of schools, and crash data. No further planning has been completed to date and we are looking for the respondents to conduct needed planning and design as part of their scope of work.
3. Will the presentation recording, and written questions be posted to the MetroPlan website?
  - a. Yes.
4. Was the DBE paperwork for ADOT submitted and is there any further work needed with DBE?
  - a. The DBE paperwork was submitted, and no further work is needed per ADOT
5. Are there any NEPA expectations required for this grant, at this 30% design stage?
  - a. Mountain Line- no NEPA expectations
  - b. City of Flagstaff – no NEPA expectations
6. Is there a page count limitation or requirement?
  - a. There is no page count restriction with this RFQ



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7. Please further explain or clarify what is needed for Attachments A-D
  - a. The contract is a sample contract only.
  - b. Only Attachment A needs to be signed.
  - c. Any contract change requests need to be included in the Proposal.
  
8. What are the expectations for 15% design plans? Concept plans, Right of Way, retracement or context clues?
  - a. Mountain Line – we are requesting identification of potential conflicts (liability, ROW, land obtainment, etc).
  - b. City of Flagstaff – no survey work is required or expected. Any plans the city has pertaining to this area are available to assist, if needed.
  
9. Are budgets required for the RFQ?
  - a. No budgets are needed or required at this time. Budgets will be requested, at a later date, from the organization chosen for this project.
  
10. What time is the pre-bid meeting on October 1, 2024? Can you please provide this time as soon as possible so we can plan accordingly for attendance from our team.
  - a. The Pre-proposal Meeting occurred on October 1, 2024 @ 1:00PM
  
11. Where can we find/access the required certification forms – Attachments B, C, and D that are called out in the RFQ (pg 7)?
  - a. The contract is a sample contract only.
  - b. Only Attachment A needs to be signed.
  - c. Any contract change requests need to be included in the Proposal.
  
12. “Page Count” is called out on pg. 6 of the RFP but no page count is actually provided. What is the page count requirement for this RFQ?
  - a. There is **no** page count requirement for this project.



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13. "Statement of Qualifications Requirements" is called out on page 7 of the RFQ but there is no actual section provided. Can please provide this section?

- a. The contract is a sample contract only.
- b. Only Attachment A needs to be signed.
- c. Any contract change requests need to be included in the Proposal.

14. What does MetroPlan expect to see for 15% and 30% design plans? Can you provide what level of detail you'd like to see and format for each milestone?

- a. For task 1, concept plans would be helpful and potentially right of way information. Example: Could transit create a transit only left turn lane to be added at Pine Cliff and/or are there any right of way concerns. What would exceed the right of way. Identifying the location of utilities and conflicts. Potential for City of Flagstaff right of way/easement use. Determine how to enable Mountain Line's Route 2 to make its regular alignment better serve BASIS School and other proximate development on McMillan Mesa while maintaining existing service levels.
- b. I don't think our expectation for 15% is to have any survey work done either for the right of way or for utilities, but to rely on what existing information we have. So for the right of way for example, if we have other plans in the area or other surveys in that area that kind of help?
- c. Get a better idea of where right of way is, or where utilities are. We would provide that, but not expect you to do survey work for the 15%.

15. On page 3 of the RFQ, it is stated that the Statement of Qualifications needs to come from Arizona licensed Design Professionals to provide planning and engineering services. Can you clarify how you define design professionals "submitting" the SOQ, e.g., does the firm need to be licensed in Arizona or does a Design Professional need to be on the team in some role or in a management role?

- a. There needs to be an Arizona Licensed Design Professional on the team.



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16. Is the anticipated timeline for Tasks 1-3 the stated term of the resulting contract (3 years), and additional tasks, such as Task 4, would occur in the additional year of the contract?

a. Yes.

17. Would MetroPlan consider an extension for the RFQ submittal deadline? With the Q&A answers not being released until this Friday EOD, we want to make sure we have enough time to put together a thoughtful response based on the answers we receive from the questions we've submitted.

a. No

18. Metroplan has included in the RFP (Page 52 of 56, RFP PDF) ATTACHMENT A | Lobbying Certification for Contracts, Grants, Loans and Cooperative Agreements Pursuant to 49 CFR 20, Subpart F, Appendix A. It is not referenced as a form to submit with the proposal – is it required?

a. The contract is a sample contract only.

b. Only Attachment A needs to be signed.

c. Any contract change requests need to be included in the Proposal.

19. Metroplan references (Page 7 – Under “Preparation” section) signed certification forms (Attachments B, C, and D) as being required or will be deemed non-responsive, but those forms are not included within the RFP. Can you clarify if these forms are required?

a. The contract is a sample contract only.

b. Only Attachment A needs to be signed.

c. Any contract change requests need to be included in the Proposal.