

## Regional Transportation Demand Management Plan

### REQUEST FOR PROPOSALS: Questions & Responses

#### Submission of Questions

1. The website says questions are due on March 8th, but the RFP says March 11th. Can you please confirm when questions are due?

*Per the RFP, "...questions should be submitted in writing to Sabrina Mallett no later than 5:00pm on Monday, March 8, 2021. Written questions should be submitted by email to [smallett@atlantaregional.org](mailto:smallett@atlantaregional.org). All questions received, and responses to those questions will be posted on the ARC website by 5:00pm on Thursday, March 11, 2021.*

#### Submission of Proposals

2. Will ARC consider an electronic submission only?

*Electronic submissions will be accepted by ARC. However, 3 hardcopies are still required. If hardcopies arrive after the due date but the electronic copy was submitted on time, the bid will remain valid.*

3. Given that many of us are still working remotely, would ARC consider allowing for an electronic-only submission?

*Per the RFP, "Firms must email an electronic copy to Sabrina Mallett at [smallett@atlantaregional.org](mailto:smallett@atlantaregional.org). ARC must receive three (3) hard copies via the address below. Please email confirmation and tracking information of the proposal to Sabrina Mallett..." The electronic copy and email confirmation with tracking information of the hard copies must be submitted by the deadline in the RFP.*

4. Both electronic and hard copy submittals are required. If electronic copies are received on time, no later than 12:00ET March 30, 2021, but hard copies are delayed due to issues with postal delivery, will the proposal still be accepted? This question is being submitted as a result of slower mail delivery due to Covid-19.

*Per the RFP, "Firms must email an electronic copy to Sabrina Mallett at [smallett@atlantaregional.org](mailto:smallett@atlantaregional.org). ARC must receive three (3) hard copies via the address below. Please email confirmation and tracking information of the proposal to Sabrina Mallett..." The electronic copy and email confirmation with tracking information of the hard copies must be submitted by the deadline in the RFP. Tracking information must confirm a scheduled delivery date for the proposal deadline. However, if the hard copies are delayed due to circumstances outside of the firm's control, the electronic submittal and email confirmation with tracking information of the hard copies by the due date will be considered as received on time.*

- 5. The RFP states a due date of noon Wednesday, March 30, 2021. March 30th is a Tuesday - is the due date on Tuesday the 30th, or Wednesday the 31st?**

*Per the posted Addendum, "Proposals are due no later than noon on Tuesday, March 30, 2021."*

- 6. The RFP states that proposals are due Wednesday March 30, 2021. Can you clarify Tuesday March 30 or Wednesday March 31?**

*Per the posted Addendum, "Proposals are due no later than noon on Tuesday, March 30, 2021."*

- 7. For the forms to be completed as part of this submission, are wet signatures required?**

*Electronic signatures are acceptable.*

## **Budget Documentation**

- 8. For Exhibit B Proposed Project Budget, can you please confirm how the total profit should be calculated? Should we apply a percentage rate across the preceding items 1-5?**

*Total profit should be a percentage rate across direct labor and overhead costs.*

## **Work Tasks**

- 9. For the required updates to the Regional TDM Inventory and Regional SWOT reports (Task 2), are there available electronic databases, files, or reports available from the previous plan (outside of the final 2013 TDM Report) that can be shared with the**

**selected consultant? While both efforts will need to be updated, it may save time and resources to review and leverage any foundational work from the 2013 Plan.**

*Foundational work in addition to reports from the 2013 Plan can be shared with the selected consultant.*

- 10. The last bullet in Task 1 notes TDMCC status updates on a bi-monthly basis. For a two-year project this would be 12 status updates. As a point of clarification and to support budgeting, would these updates be brief verbal or slidedeck status reports or full team presentations? It is assumed the latter would occur at key project milestones, at a minimum.**

*The TDMCC Status Updates will include a slide deck to be presented to the TDMCC by the consultant or a designated ARC staff member. It is expected that the slides will include talking points and provide an overview of scope of work progress, highlighting key milestones, next steps and other important updates/findings. Depending on the Stakeholder Engagement Workplan, these updates may accompany additional slides intended for TDMCC participation in developing the Regional TDM Plan. Based on the status of work in progress, some updates may consist of only a brief verbal update by the consultant and/or ARC staff.*