

November 10, 2017

TO: All Interested Vendors
FROM: Nina L. Baxter, Contracting Specialist
RE: Response to Questions for Solicitation RFP 88564NB #1

This list of Questions and Responses #1, dated 11/10/17, is being issued to clarify certain information contained in the above named solicitation. The statements and interpretations of contract requirements, which are stated in the following questions of potential bidders/offerors, are not binding to UMB, unless UMB expressly amends the solicitation.

- 1) Question: Regarding item 6 of the scope on pg.12, “Pricing Structure and Parking Space Allocation,” do efforts associated with this task include a review of existing utilization of parking assets (e.g. parking occupancy)? If so, will UMB provide this data to the consultant or is the consultant being requested to collect parking occupancy information? If UMB is providing the occupancy data, what kind will be provided (e.g. peak occupancy, occupancy by hour, etc.)

Answer:

Yes, reviewing the existing parking occupancy should be taken into account regarding this task. UMB is able to provide this data by peak occupancy, occupancy by hour, etc. to the vendor awarded the Contract.

- 2) Question: On pg. 9, the scope describes a “comprehensive analysis of the UMB Shuttle operations”. It is assumed that this scope includes a comprehensive study of only UMB operated shuttles. Will consideration of data inputs from other shuttle operations not operated by UMB be required?

Answer:

The study does not include a comprehensive evaluation of the other systems. This study is only for UMB.

- 3) Question: Is an on-board transit survey being requested?

Answer:

The on-board transit survey is not being requested.

- 4) Question: What transit data will be provided to the consultant?
- Answer: The University of Maryland, Baltimore will provide the awarded Offeror with the onboarding (when a passenger steps on the vehicle) transit data from both a manual collection and an in-house electronic system. This data can be provided by the hour, the day, the week, etc.**
- 5) Question: Can you provide information regarding the number of transit routes and other service characteristics of the current UMB transit system?
- Answer: Please reference RFP 88564NB – Parking Consultant – Appendix E: UMB Parking Garages and Circular Information.**
- 6) Question: Is any transit ridership data automatically collected or will it be made available to the consultant?
- Answer: UMB collects its transit data from both a manual collection and an in-house electronic system. This data will be provided to the awarded Offeror.**
- 7) Question: Will recent automatic vehicle locator data be made available to the consultant?
- Answer:
UMB does not collect automatic vehicle locator data.**
- 8) Question: Will the campus be able to provide information on place of residence for employees and students?
- Answer:
UMB will provide the Zip Codes for the students and staff to the awarded Offeror.**
- 9) Question: When submitting our pricing on the “Pricing Sheet,” can we provide base costs per deliverable with optional/additional scope items listed separately from the base costs?
- Answer: No. However, the price sheet has been amended to reflect a total base Not-To-Exceed (NTE) cost and not deliverable based pricing. Please reference RFP 88564NB – Parking Consultant – Revised Appendix F- Amendment #2 dated 11/10/2017.**
- 10) Question: While MBE participation is encouraged, is it a scoring criteria? Is it required?
- Answer: MBE Evaluation criteria are detailed in Section IV.G.**

- 11) Question: What level of stakeholder/public engagement is expected? Are there a certain number of meetings anticipated?

Answer:

The consultant should plan on having five meetings with UMB stakeholders such as SGA (Student Government Association), Student Fee Committee, Academic Affairs, Faculty Senate, and Staff Senate.

- 12) Question: 22, item 2A of the RFP requires three contract experience/reference forms; however, Appendix H, pg. 66 says to provide two contract/reference forms. Please clarify how many contract experience/reference forms should be included within the technical proposal.

Answer: Please reference RFP 88564NB – Parking Consultant – Amendment #2 dated 11/102017.

- 13) Question: Who will be serving on the evaluation committee referenced in J. EVALUATION OF OFFERS?

Answer: Please be advised that the identities of the evaluation committee members is confidential and cannot be disclosed.

- 14) Question: If a proposer is not yet certified with the Maryland State Department of Assessments and Taxation, will the proposer be considered for the project, with the understanding that it will file the necessary papers and payments to the Maryland department, and if not certified will not be selected for the project?

Answer: It is not requirement for Offerors to be registered with the Maryland State Department of Assessments and Taxation. However, the awarded Offeror will need to be registered before the award of the Contract.

- 15) Question: If the team comprises of a prime firm and one or more subcontractors, must all the documents be completed by the subcontractors as well as the prime contractor?

Answer: UMB only requires documentation for the prime firm (Offeror).

- 16) Question: Have the entities mentioned in the Transit section met together previously, and have they considered any consolidation, cooperation, deletion or adjustment of routes? Or will this project be the first time their common services have been analyzed and possible suggestions made for changes?

Answer: UMB has had conversations regarding duplication of routes, but no consolidation, deletion or adjustments of routes resulted. This will be the first time all entities providing common services together will be analyzed and possible suggestions made pertaining to the UMB routes.

- 17) Question: Although “fleet” operations and strategy are mentioned in the introduction to the Scope of Project, there are no other mentions of fleet evaluation or activities. What are the tasks related to fleet?

Answer: Please reference RFP 88564NB – Parking Consultant – Amendment #2 dated 11/10/2017 -

- 18) Question: Does UMB have a list of peers for this study (as opposed to academic peers, or medical system peers, etc.)? Can it be provided?

Answer: UMB is looking for the consultant to provide peers for the study.

- 19) Question: Where may the UMB Parking Philosophy be found? It seemed not to be listed on the UMB website.

Answer: Please reference RFP 88564NB – Parking Consultant – Amendment #2 dated 11/10/2017 - Appendix L: UMB Parking and Transportation Philosophy

- 20) Question: Will UMB consider changes in the invoicing schedule? As written, it would require the consultant to work for 33 weeks without submitting an invoice, and payment would be 30 days later. This is a financial hardship for most companies. Typically for these types of projects, invoicing is on a monthly basis.

Answer: Please reference RFP 88564NB – Parking Consultant – Appendix F- Amendment #2 dated 11/10/2017.

- 21) Question: What will be the relative weights of the technical proposal and the cost proposal for the final decision?

Answer: Please reference RFP 88564NB – Parking Consultant – Section IV(F): Final Ranking and Selection – The technical proposal merit will be given GREATER value than COST.

- 22) Question: Does the University have a budget range anticipated for this project?

Answer: The University of Maryland, Baltimore does not have an anticipatory budget for this procurement.

- 23) Question: Are the five Evaluation Criteria for the Technical Proposal equally weighted?

Answer: Please reference RFP 88564NB – Parking Consultant – Section IV.G lists the technical criteria and states that “The order of importance from the most importance to least importance is listed below.”

- 24) Question: What comprises the “Financial Condition” or “Annual Report” that must be included in the Compliance with RFP Specifications?

Answer: This requirement was removed from the solicitation. Please reference RFP 88564NB – Parking Consultant – Amendment #2 dated 11/10/2017.

25) Question: Since the Parking and Transportation Master Plans previously prepared for clients are their property, is it sufficient to provide information such as a Table of Contents, examples of tables and maps, redacted text and similar materials?

Answer: Yes.

26) Question: May a proponent submit exceptions to the service contract for consideration in its submission?

Answer: Please reference RFP 88564NB – Parking Consultant – Section I.H: Acceptance of Terms and Conditions which stated, “By submitting a proposal in response to this RFP, the firm accepts the terms and conditions set forth in this RFP.”

27) Question: You indicate that Minority Business Enterprises are encouraged to respond. Does that include Women Business Enterprises as well? And is certification by other jurisdictions sufficient, or must a business be certified by the State of Maryland?

Answer: Yes. Minority Business Enterprises (which include women-owned businesses) certified through the State of Maryland are encouraged to respond.

28) Question: Is there a page limit?

Answer: There is no page limit for proposals.

29) Question: Since the budget includes federal transportation planning fund, are cost proposals submitted by proponents required to comply with federal acquisition regulation (FAR) part 31 (federal cost principles for for-profit entities)?

Answer: This procurement is strictly being funded with State of Maryland funds. Thus, financial proposals are not required to adhere to Federal Acquisition Regulation.

30) Question: Will the additional transportation entities names as part of the “Transit Evaluation” be part of the project working group?

Answer: No, there will no additional transportation entities names as part of the “Transit Evaluation”.

31) Question: Is the consultant expected to provide a comprehensive transit plan for all such named transportation/transit entities? Or only for UMB with comments on how consolidations, changes, etc may impact existing service by others?

Answer: The consultant is expected to provide recommendations on ways to modify the UMB shuttle operation only, which could include suggested opportunities for combining all or portions of the UMB services with other shuttle service providers.

32) Question: Will the additional transportation entities be part of the selection process?

Answer: The University of Maryland, Baltimore is the only entity involved in the selection process.

- 33) Question: Please define the term “Leaf Parking” or LEFE as it is used under Section 2 of the Scope of Services.

Answer: Please reference RFP 88564NB – Parking Consultant – Amendment #2 dated 11/10/2017, for revisions to Section III.B.2

- 34) Question: Section C identifies a kick-off meeting but does not identify any additional meetings or formal presentation of draft or final deliverables to the PTSAC or other campus constituents. Please indicate whether UMB has any preferences or requirements for campus meetings or presentations.

Answer: Please reference RFP 88564NB – Parking Consultant – Amendment #2 dated 11/10/2017 for revisions to Section III.C

- 35) Question: Section C identifies that the pre-final plan must be delivered 33 weeks after receipt of purchase order with comments on that deliverable provided by UMB within 3 weeks (or 36 weeks after the purchase order). But the final report is due 36 weeks after the purchase order. This leaves no time for incorporation of these comments into the final document. Is UMB open to revising the deliverable timeline or comment review period?

Answer: Please reference RFP 88564NB – Parking Consultant – Amendment #2 dated 11/10/2017 for revisions to Section III.C

- 36) Question: It is our understanding that the final draft report (as listed in Section C) is the Draft Report on Technology, Safety and Security, after which point, the first invoice may be submitted (per Section D). Is this correct?

Answer: Please reference RFP 88564NB – Parking Consultant – Appendix F- Amendment #2 dated 11/10/2017 for revisions to Section III.D

- 37) Question: The cover of the RFP states the building can be accessed from 8:30am to 5pm, Monday through Friday. Page 2 states the building is available at 8:00am. At which time does the building open?

Answer: Please reference RFP 88564NB – Parking Consultant – Amendment #2 dated 11/10/2017.

- 38) Question: Would UMB prefer that the transmittal letter be a part of Volume I Technical or included as a separate, loose sheet along with the bound and enveloped Technical Proposal and bound and enveloped Cost Proposal?

Answer: Please reference RFP 88564NB – Parking Consultant – Section V(A): Transmittal Letter and Section V(D): Volume II – Financial

- 39) Question: Please confirm that Appendix D- Contract Affidavit is not required at this time.

Answer: The Contract Affidavit is not required to be submitted with the proposal submission.

40) Question: Do we only submit Appendix I for the project manager? Do you want resumes/additional Appendix I forms completed for other key personnel or subconsultants?

Answer: The Lead Consultant and Project Manager are interchangeable. They are considered the same title.

41) Question: In the Company Profile/Organization Chart section, the RFP asks for a parent organizational chart and a local branch office chart. Would UMB like us to include a Campus Wide Parking and Transportation Master Plan team organization chart, as well?

Answer: Please reference RFP 88564NB – Parking Consultant – Section V.E.B.: Organizational Chart