



## QUESTIONS & ANSWERS #1 (4 pages)

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**DATE:** September 16, 2024  
**TO:** Prospective Proposers  
**FROM:** Jennifer Stafford  
**PROJECT:** FY 2025 RFP #101 - Administrative Services  
 Charlotte Regional Transportation Planning Organization

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The following questions and answers are presented solely for information purposes.

Question No.	Questions	Responses
1	<b>Section 1.1 item #2</b> indicates a firm must carry the proper insurance and other contract requirements. I don't see the insurance requirements outline. What are they?	The insurance requirements will depend on your company type and the kind of work you are hired to complete. *Below is the insurance clause on our purchase orders. <i>We will work with you as much as possible.</i>
2	<b>Section 1.1</b> the length of the contract is up to 5 years. Will we required to resubmit each year? Or would the firm selected be awarded any potential work over the 5 year period?	You do not need to resubmit each year. The selected firm(s) would be awarded potential work over 5 years.
3	<b>Section 1.1 "... and therefore the contract amounts will be less than \$49K."</b> Please clarify: Do the potential award amount to \$49K per work order, or is it in totality for the entire contract? Are you saying a firm's revenue could be up to \$49K per year or over the 5 year period?	The (entire) contract will not exceed \$49K over 5 years. You may respond to other RFPs and have other City-awarded work, but it doesn't change the cap on this contract or other contract caps.

4	<p><b>Section 1.2 Scope of Services</b>, where can we find a description of the NCDOT work codes reflected in this RFP to ensure we align and are in compliance? When requalifying for the NCDOT website, these codes are not listed for us to choose.</p>	<p>You may need to contact NCDOT. The link of discipline requirements is:  <a href="https://connect.ncdot.gov/business/Prequal/Pages/PrequalDisciplineRequirements.aspx?bp&amp;alldisciplinecode">https://connect.ncdot.gov/business/Prequal/Pages/PrequalDisciplineRequirements.aspx?bp&amp;alldisciplinecode</a></p>
5	<p><b>Section 1.4 Evaluation Criteria and Process</b>. Will we receive notification on how we scored against other candidates, whether chosen for award or not?</p>	<p>The selection committee will discuss the strengths and weaknesses of each proposal. The proposals/firms with the most strengths will be selected. You will receive notification of awards. You may request a debrief.</p>
6	<p><b>Section 3.5 Small Professional Service Firm (SPSF) Participation</b>. I am a certified Minority Business Enterprise (MBE) with the state of South Carolina and nationally. When I attempted to apply for this certification in North Carolina, I could not do so, as I do not have a North Carolina address. Can my registered agent's address be used?</p>	<p>Unfortunately, we can't accept out-of-state designation, and we appreciate your work to be certified. This contract will not have an SPSF goal.</p>
7	<p><b>Section 3.9 Prequalification</b>. What is meant by 2nd sentence, "each year on the anniversary date of the firm....". What is the anniversary date? The date we were approved by NCDOT's website as a prequalifying private consulting firm?</p>	<p>We are not part of NCDOT's prequalification process. My understanding is you need to renew your qualifications each year. Then, you email us the letter showing the renewal.</p>
8	<p>On the cover page of the RFP, it states, "<b>ADMINISTRATIVE SERVICES - Starting Fiscal Year 2025</b>". Are you currently in fiscal year 2025? Can you please provide the start and end dates for your fiscal year?</p>	<p>We are in FY 2025 - honestly, we probably drafted the RFP before the start of the fiscal year and forgot to change that; regardless, we will write contracts as needed in FY 25 through FY 29. There is a chance that if you are selected but no work is assigned, the contract will not be written until there is a need.</p>
9	<p><b>Section 1.3 RFP Schedule of Events</b>. Will the City extend the due date of this proposal response 1 week until 9/27, to allow offerors a chance to review the questions &amp; answers/any addendum posted?</p>	<p>We prefer to stay on the existing schedule.</p>

10	<p><b>Section 1.4 Evaluation Criteria and Process.</b> Are the City expecting/preferring offerors to include a technical approach to how we would perform the work? This isn't currently in the required proposal submittal items section.</p>	<p>The firm will be selected by the criteria under Section 1.4. Since the work listed in the RFP has a wide range, we'll work with individual firms after selection on potential work. So, no need to discuss the technical approach.</p>
11	<p><b>Section 3.5 Small Professional Service Firm (SPSF) Participation.</b> What is the SPSF goal?</p>	<p>The goal is 0%; however, we would like you to use form RS-2 as mentioned in Section 3.9 - Prequalification.  <a href="https://connect.ncdot.gov/business/consultants/Roadway/Form%20RS-2%20Prime%20Contractor%20(Task%20Orders%20ONLY).pdf">https://connect.ncdot.gov/business/consultants/Roadway/Form%20RS-2%20Prime%20Contractor%20(Task%20Orders%20ONLY).pdf</a></p>
12	<p><b>Section 1.1.</b> Can you clarify the breakdown of the funding cap of \$49K over the 5 years, and 6 tasks?</p>	<p>Please see the response to question number 3. The contract cap will be with the firm, not for each task.</p>
13	<p><b>Section 1.6, Section C – Hourly Rates.</b> Is it okay to submit hourly rates per team member and to not include a final project cost, considering that the scope is over a period of up to 5 years and the number of services are undetermined?</p>	<p>Yes, please submit hourly rates since we do not have work defined in this on-call RFP.</p>



\*Standard Insurance clauses on our Purchase Orders:

*Vendor shall secure, before delivery of any goods or services hereunder, Commercial General Liability insurance in an amount not less than \$1,000,000 bodily injury each occurrence/aggregate and \$1,000,000 property damage each occurrence/aggregate, or \$1,000,000 bodily injury and property damage combined single limits each occurrence/aggregate, with the City listed as additional insured. Vendor shall produce an insurance certificate evidencing such coverage upon request by the City. If the Vendor will work on the airfield at Charlotte Douglas International Airport, insurance shall be raised to \$5,000,000.*

*In addition to the insurance required in the preceding paragraph, if Vendor performs services hereunder, Vendor shall secure, before delivery of such services (1) Workers' Compensation insurance meeting State of North Carolina statutory requirements with \$100,000 per accident limit, \$500,000 disease per policy limit, \$100,000 disease each employee limit, providing coverage for employees and owners; and (2) Commercial Automobile Liability insurance with limits of no less than \$1,000,000 bodily injury each person, each accident and \$1,000,000 property damage, or \$1,000,000 combined single limit each occurrence/aggregate, with the City listed as additional insured, provided that if Vendor operates a vehicle on the Charlotte Douglas International Airport airfield, coverage limits for Commercial Automobile Liability insurance shall be raised to \$5,000,000 for each of the above categories. Evidence of commercial automobile coverage is necessary only if vehicles are used in the provision of services under this PO. Vendor shall produce an insurance certificate evidencing such coverage upon request by the City.*

## **NOTES**

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Submit all questions, request-for-interpretations, or request-for-clarifications by email immediately upon receipt to Jennifer Stafford, [Jennifer.stafford@charlottenc.gov](mailto:Jennifer.stafford@charlottenc.gov).

End of Questions and Answers #1