



CATS Procurement

Addendum # 1	Transit General Technical Assistance Consulting (GTAC) On-Call Services RFQ RFQ # 269-2024-1575
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To: All Prospective Consultants
 Date: January 26, 2024
 Subject: **Addendum # 1 – RFQ # 269-2024-1575**

The purposes of this addendum are as follows:

1. **Extend the due date for submittals.**
2. **Add DBE Form C and additional clarification related to the DBE program.**
3. **Provide a response to the questions received in response to this RFQ.**

1. The due date referenced in Section 1.3 is extended from February 9, 2024 to **February 16, 2024. Submittals are now due February 16, 2024 no later than 2 PM ET.** This will be the only due date extension for this RFQ.
2. Proposals should include to remain compliant for DBE:
 - History of past efforts & achievement meeting DBE Goals included in Section 1.6 - Tab 5.
 - A DBE Utilization plan with a statement of intention to meet the 11% goal, and
 - Include signed Form A
 - Committing to meet the 11%
 - List of DBE partner firms & scopes (percentages only)
 - Form C- Good Faith Efforts with (included with the submittal) all documentation of efforts to find partners to meet the goal (must be submitted if they do not anticipate making the goal). Form C is included as Attachment 1 to this addendum.
 - Form C and documentation should demonstrate detailed efforts to find DBE partners.
 - These documents should demonstrate actions of the extent and duration that a reviewer would come to the conclusion they made extensive/considerable efforts to find DBE partners to meet the goal.
3. Attachment 2 to this addendum are questions and responses related to this Request for Qualifications received prior to the deadline for questions.

In the event additional changes or clarifications to this RFQ are warranted, all Companies are responsible for monitoring the City's [Contract Opportunities](#) for additional addenda.

We appreciate your interest in doing business with the City and look forward to receiving a Statement of Qualifications from your company.

Sincerely,

A handwritten signature in black ink that reads "Jeremy Wall". The signature is written in a cursive, flowing style.

Jeremy Wall
Transit Procurement Officer

EVIDENCE OF GOOD FAITH EFFORTS – FORM C

This completed form ***and*** supporting documentation ***must*** be submitted with the Bid Package if the information on FORM A indicates you cannot meet the DBE Goal established for this Contract.

Bidder Name: _____
Project Name: _____ **Project #:** _____
 Contact Person: _____
 Mailing Address: _____
 Phone: _____ Email: _____
 Printed Name: _____ Title: _____
 Signature: _____

To determine whether a Bidder has demonstrated Good Faith Efforts to reach the DBE utilization goal(s) on the above-referenced project, the DBELO will consider, **AT A MINIMUM**, evidence of GOOD FAITH EFFORTS as described in the table below together with the required supporting documentation. All supporting documentation and evidence of good faith efforts must be clearly labeled and submitted with this form.

The list below is not a mandatory checklist, nor is it intended exclusive or exhaustive. Efforts under each listed category are not determinative and the totality of the efforts will be evaluated applying the standards set forth in 49 C.F.R. Part 26 and the DBE Program.

YES (✓)	NO (✓)	EVIDENCE OF GOOD FAITH EFFORTS
		PRE-BID MEETING(S): The Bidder attended all pre-bid meetings scheduled by the City to inform DBEs of contracting and subcontracting opportunities.
		ADVERTISEMENT: The Bidder advertised in general circulation and/or trade association publications concerning subcontracting opportunities, and allowed DBEs reasonable time to respond.
		WRITTEN NOTICE(S): The Bidder took the necessary steps to provide written notice in a manner reasonably calculated to inform DBEs of subcontracting opportunities and allowed sufficient time for them to participate effectively.
		INFORMATION: The Bidder provided interested DBEs with adequate information about the plans, specifications and requirements of the subcontract.
		GOOD FAITH NEGOTIATIONS: The Bidder negotiated in good faith with interested DBEs and did not reject DBEs as unqualified without sound business reasons based on a thorough investigation of their capabilities.
		CONTRACT RECORDS: The Bidder has maintained the following records for each DBE that has bid on the subcontracting opportunity: 1. Name, address, and telephone number; 2. A description of information provided by the Bidder or subcontractor; and 3. A statement of whether an agreement was reached, and if not, why not, including any reasons for concluding that the DBE was unqualified to perform the job.
		COMMUNITY RESOURCES: The Bidder used the services of available community organizations, small and/or disadvantaged business assistance offices and other organizations that provided assistance in the recruitment and placement of DBE firms.
		SMALL CONTRACT(S): The Bidder selected specific portions of the Work to be performed by DBEs in order to increase the likelihood of meeting the DBE goals (including breaking down contracts into smaller units to facilitate DBE participation).
		GOOD FAITH NEGOTIATIONS: The Bidder negotiated in good faith with interested DBEs and did not reject DBEs as unqualified without sound business reasons based on a thorough investigation of their capabilities.
		FOLLOW-UP: The Bidder followed-up initial indications of interest by DBEs by contacting those DBEs to determine with certainty if they remained interested in bidding.

Attachment 2

1. What modules of Giro Hastus does CATS have?

A: Vehicle, Crew, CrewOpt, Roster, DailyVeh, DailyCrew, Geo, ATP Run Time, BidWeb, HastInfo, Yard, Self Service, Comments.

2. If we intend to submit on a category, can we propose on only some of the sub items in that category or must we propose on the entire list of sub items for the category we are interested in?

A: You may submit on some specific areas of a category. If this is your intention, please make it very clear which areas of a category you are submitting for.

3. If we are submitting on more than one category will we be allowed more pages or is it a 30 page limit no matter how many categories we are submitting on? If more pages will be allowed for additional categories, can you clarify how many additional pages will be allowed?

A: For firms/teams submitting qualifications for more than one category, their submittal may exceed the 30 page limit, within reason. A clear limit has not been set for multiple categories. We simply ask that it be a reasonable amount of additional pages. We do not intend to disqualify any firm for exceeding the page limit. The page limit is meant to keep the submittals to a reasonable number of pages for the sake of the evaluation panel. Firms should submit a tailored response highlighting their qualifications in these categories.

4. Will more than 5 projects be allowed if we are submitting on more than one category? If so, can you clarify how many additional projects will be allowed?

A: Please include relevant projects supporting the firms/teams experience for each category. We are requesting five projects of relevant size and scope for each category; there should not be more than five projects submitted for each category.

5. This RFQ has a lot of services requested in 6 Categories. There have been and will be a lot of conversations going on amongst interested Prime/Sub/DBE consultants as Teams come together. Is there a potential for the February 9th deadline to be extended a couple weeks to aid in Team formation and Proposal preparation?

A: The deadline for submittals will be extended until February 16, 2024.

6. Can CATS please elaborate on the Task Order process for this Contract? For instance;
 - a. How many firms will be selected per category?

A: There is not a set number. It will depend on how many submittals we received from qualified firms/teams.

- b. Will CATS compete each task order issued for a category to all selected firms for that category? Or directly issue the task order to the firm it deems as most qualified?
 A: CATS will not compete each task order, but rather issue task orders based on an established process when the contracts are awarded and executed.
- c. Will firms that are selected for a category on the bench be able to add firms to its team based on each specific task order?
 A: Yes
- d. Is there a budget ceiling for task orders issued under this contract? (For example, no task orders will be issued over \$100,000).
 A: No, there is no cap for the task orders being issued for this contract.
- e. Is there an overall budget allocated for this contract?
 A: No, there is no specific budget for all of the contracts or each category of work.
7. Will CATS consider eliminating the requirement of registration with the North Carolina Board of Registration for Professional Engineers and Land Surveyors or the North Carolina Board of Architecture for category C: Transit Operations and Service Planning?
 A: Yes. CATS eliminates the requirement of registration with the North Carolina Board of Registration for Professional Engineers and Land Surveyors or the North Carolina Board of Architecture for category C: Transit Operations and Service Planning.
8. Does CATS have any ideas of potential projects that may be issued under this contract?
 A: There are a variety of projects under each category we anticipate embarking on in the next 12-18 months. These include Vehicle Maintenance Audits, Facility Master Planning, Bus Stop Signage and Wayfinding Design, Scheduling support, Survey work, and Technology System Implementation Support.
9. On page 6, under Evaluation Criteria it states: “DBE Procurement Program Goal – Ability to meet the DBE Goal. This shall be a prerequisite for further evaluation of the SOQ.” Furthermore, on page 12, under section 2.20 it states that the DBE contract goal for this project is 11%. Since there is no defined scope of services, it is impossible to specifically define the split of work among firms at the outset of this contract. Given that, would CATS exclude a team that did not have a DBE firm on the team? Is a team with DBE and non-DBE firms expected to estimate the overall percentage of work to be completed by DBE and non-DBE firms for the life of this potential contract?
 A: The ability to meet the DBE goal is a consideration of evaluation. The primary criteria each submittal will be evaluated on are:
 - Firm’s Qualifications and Resources
 - Key Personnel
 - Comparable Project Experience
 - Project Approach and Management Plan
 Firms need to make every effort to meet the DBE goal requirement.

Yes, firms are expected to estimate the overall percentage of work to be completed by all subconsultants listed on Form A. Additional subconsultants may be added once the contracts are awarded and task orders are being issued.

10. On page 6 it also states that firms will be evaluated based on “Acceptance of the Terms of the Contract/Exceptions”. If a team requests exceptions to the contract language, will our proposal be excluded?

A: No, proposals will not be excluded for asking for contract exceptions. However, if your firm was selected it would be a point of potential negotiation.

11. On page 8, under Tab 5: DBE Inclusion Strategy it states: “For this RFQ, have you communicated with any local Disadvantaged Business Enterprises to discuss participation opportunities? If so, who? For what scopes?”
Does CATS expect that we describe our communication with locally-based DBE’s in the Charlotte area? Or any DBE that is certified to work in North Carolina, no matter where they are based? How does CATS define a “local DBE”?

A: The word local in this context refers to any DBE certified to work in North Carolina.

12. On page 10 under section 2.9 it states “The person in responsible charge of the work must be a registered professional in the State of North Carolina and must have good ethical and professional standing.” Does this statement mean that the overall project manager of the prime must be based in NC? Or does this only apply to engineering and other professionally licensed work?

A: This reference only applies to engineering and other professionally licensed work.

13. In the Sample Contract under Section 1.4 Reimbursable Expenses it only listed vehicular travel and parking fees. It makes no mention of other travel expenses, like airfare, train travel, or hotels. Are these expenses not reimbursable under this contract?

A: Other travel expenses, like airfare, train travel, or hotels are reimbursable under this contract

14. In the Sample Contract under Prompt Payment to Subconsultants, it states that subcontractors must be paid within seven (7) days. This is far shorter than the FTA requirement of 30 days. Can this be changed to align with federal regulations?

A: If this is a concern of a firm, they can take exception to that provision as part of their submittal.

15. Is a firm or team expected to respond to an entire Category (e.g. Category C Transit Operations and Service Planning) or may we respond to just individual scope elements within a category (e.g. just to "Transit service development and planning" and "Operations planning and modeling")?

A: See response to question 2.

16. Can CATS clarify what is meant by modeling under the "Operations planning and modeling" bullet under Category C?

A: The term modeling in regards to *"Operations planning and modeling"* refers to scenario planning/development either manually or with technology if applicable/available.

17. What is the intended contract term for this RFQ?

A: The initial term will be three years with one optional two-year extension.

18. Will the 11% DBE requirement be applied per category or over the full span of categories?

A: The 11% DBE requirement will apply to each contract awarded under this solicitation whether it is for one category or multiple categories.

19. During the pre-bid call, CATS noted that the 30 page limit was not a hard limit. Please clarify what the page limit will be for the statement of qualifications so that all firms are evaluated on comparable submissions.

A: See response to question 3.

20. A thirty-page limit will be difficult to meet to respond to multiple categories; if responding to multiple categories, might CATS consider expanding this page limit and give us direction on how to organize the response for multiple category submittals?

A: See response to question 3. If submitting for multiple categories, address each category under the appropriate tab in the proposal format. For example, if a firm/team is submitting qualifications to be considered for Categories A and B, under Tab 1: Firm's Qualifications and Resources, address the firm's qualifications and resources for both categories. The same logic applies to Tabs 2-4.

21. Provided that resumes contribute to page count we were planning to only show high-level staff as key personnel in our response (knowing that we will rely on a large bench of staff to meet potential task orders if selected). However, the directions for Tab 3 indicate that project experience shown must have utilized proposed personnel, can we show project quals that do not list our small group of prioritized key personnel as the staff that worked on the past project?

A: Tab 3 states: "List only projects involving the key team members or subcontractors..." We want to evaluate relevant projects that proposed Key Personnel worked on in the same capacity as you are proposing them in your submittal. Other relevant projects may be submitted and considered where other staff within the firm/team worked, but the priority is on projects where the Key Personnel directly involved in.

22. To qualify for a category, must we show qualification for every bullet point in that category?

A: No. See response to question 2.

23. Regarding Tab 4, can you please confirm that points 1-4 would be covered by responding to the request for a Project Management Plan as defined in the SOW?
A: No. The reference to the Project Management Plan on page 24 of the Scope of Work states is something that will be submitted with each awarded Task Order under the resulting contracts.
24. Is Tab 4 the section in which we should respond with our category understanding/approaches? (considering we will respond to multiple categories and the SOW describes this section as a Project Management Plan?)
A: Yes, Tab 4 is the section in which firms/teams should respond with their category understanding/approaches? The Project Management Plan referenced in the Scope of Work is to be submitted when a Task Order is being finalized and awarded under the resulting contracts. The SOW is not intended to describe Tab 4 as the Project Management Plan.
25. Under Category C, does CATS expect the client to do the identified service scheduling for the routes in the HASTUS software?
A: Ideally the scheduling work would be done in HASTUS. If not, there would need to be the ability to bring results into the system so that we aren't duplicating work.
26. Given the impact of the potential answers to Q&A and the tight timeline from which questions are due to the final submittal, might CATS consider extending the submittal due date?
A: See response to question 5.
27. Section 2.9 of the RFQ requires that firms be registered with "either the North Carolina Board of Registration for Professional Engineers and Land Surveyors or the North Carolina Board of Architecture, as applicable, at the time of submission of the SOQ." It also requires that "The person in responsible charge of the work must be a registered professional in the State of North Carolina and must have good ethical and professional standing." Some of the categories of services (such as Category C) may not require the services of an engineer, architect, or land surveyor, so that may be inapplicable. If the registration with the board for engineering or architecture in North Carolina is inapplicable to the category of services, is the requirement to have the "person in charge of the work must be a registered professional in the State of North Carolina and must have good ethical and professional standing" also inapplicable as this wouldn't be possible for planning-only services firms and may not necessarily be required by the scope of a particular category.
A: See response to question 7.
28. The sample contract contains references in it such as "a North Carolina professional corporation", "provide engineering services" and similar. Assuming the service category does not require licensed services, will Charlotte be willing to make modifications to reflect a planning services only agreement?

A: Yes, the resulting contract will be tailored to the services being provided.

29. Due to the strict page limitations, is it possible to provide staff resumes in an appendix excluded from the page limit?

A: Yes, but please limit the resumes submitted to those **only** for Key Personnel. We do not want resumes for every individual anticipated to work on a potential project.

30. Are subconsultants required to complete and submit any of the required forms? If so, which forms?

A: Yes, subconsultants should complete Forms 4 and 5.

31. If a qualification interview is requested, when will those interviews take place?

A: If interviews are needed, we will schedule enough in advance to accommodate proposers.

32. Will interviews be held in-person or virtually?

A: If interviews are needed, we will conduct them virtually.

33. Do the table of content page count against the page limit?

A: No