



Southwest Region Planning Commission

Questions and Answers for Request for Proposals Monadnock Region Transit System Design Assistance

The following questions were submitted for the Request for Proposals for Monadnock Region Transit System Design Assistance.

Question 1:

At first read, I have one immediate question:

The RFP lists a number of meetings the consultant must attend or facilitate. Please indicate which of these will be in-person meetings and which may be virtual meetings:

-kickoff meeting

-up to two meetings with staff and ATF to prepare for public meeting on goals

-public meeting on goals

-up to two meetings with staff and ATP to prepare for public meeting on evaluation

-public meeting on evaluation

-up to two meetings with staff and ATP to prepare for public meeting on feasibility

-public meeting on feasibility

-up to two meetings with staff and ATP to prepare for public meeting on implementation

-public meeting on implementation

Response to Question 1:

SWRPC is open to negotiating how many meetings should occur and which meetings should be in-person versus virtual. Please note that several of the descriptions associated with the Advisory Task Force (ATF) suggest up to two meetings, meaning that only one meeting may be enough to satisfy that task. SWRPC welcomes consultants responding to the RfQ to develop a proposal that identifies how many meetings the consultant is budgeting for and which meetings the consultant intends to conduct virtually versus in-person. By way of illustration, the following approaches could be proposed and discussed further:

- **The kickoff meeting noted on page 11 of the RfQ could be coupled with the “up to two” meetings that are described as part of Task 4 on page 7**

- ATF meetings could potentially be virtual meetings after meeting the ATF at the kickoff meeting
- Some public meetings could be proposed as virtual if a case can be made that it would reach more of the public

Please note that the examples above are illustrative and do not represent SWRPC final negotiating position.

Question 2:

I was curious if the budget cited in the proposal RFP is correct given the scope and the two-year timeframe of the project?

Response to Question 2:

Thank you for your interest in the project. The grant funding set aside for consulting services is \$35,000 (See Section 1 of the RfP). While the proposed timeframe for consultant work is 18 months, SWRPC will consider proposals that are lesser duration (see Section 7 of the RfP).

Question 3:

Is there a specific cost proposal worksheet that needs to be filled out? It looks like the text in the RFP is supposed to be a hyperlink, but it is not linked to anything.

I also assume the text about the cost proposal being in a "separate sealed envelope" is residual from some other RFP, since you ask for this proposal to be emailed.

Response to Question 3:

Yes, you are correct that there is supposed to be a hyperlink. Thanks for letting us know about the non-working hyperlink. I will update the hyperlink shortly. In the meantime, I'm attaching the worksheet.

Based on federal guidance, SWRPC is required to follow a qualifications based evaluation process without consultants divulging information about rates, fees, or budgetary information. It is only after SWRPC has ranked consultants, that our agency will review cost proposals. Therefore, please mail the cost proposal by 8:30 a.m., January 16th in a sealed envelope to our offices. The cost proposal should be addressed as follows:

**Transit Design Assistance RfP Cost Proposal
c/o: J. B. Mack
Southwest Region Planning Commission
37 Ashuelot Street
Keene, NH 03431**

Question 4:

If I were to fly into Swanzey (i have a friend who is a pilot and there is an airport right here in Coventry), would someone from SWRPC be able to transport me back and forth to your office?

SWRPC is open to considering this as one travel scenario in the proposal, however, we highly recommend consultants propose an additional travel scenario that involves the consultant making their own travel arrangements to meetings.

Question 5 (follow up to Question 3):

Thanks for the clarification and the file. Do you need to receive it by January 16, or does it need to be postmarked by then? The USPS sometimes takes a very long time to deliver something. If it needs to be there by Jan 16, I'll use Fedex.

It needs to arrive at SWRPC by January 16, 2024 at 8:30 a.m. as written in the RfP.