

**Greater Nashville Regional Council**  
**RFQ #2018-02 On-Call Planning Support Services**

**RFQ QUESTIONS AND ANSWERS**

**Posted August 16, 2018**

*Includes all questions submitted during the August 6 pre-submittal teleconference & in writing through [August 16, 2018](#). Proposals are due by 2 PM CDT August 17.*

1. Does the Greater Nashville Regional Council have a specific MWBE participation goal for this solicitation?

*Answer: No, GNRC does not have a specific MWBE participation goal. Commitment to MWBE on behalf of responders will result in the awarding of points for MWBE participation outlined in Section 4.2-Criteria for Proposal Evaluation.*

2. How will the 10 point MWBE criteria, outlined in Section 4.0, be scored?

*Answer: Offerors that are certified as a MWBE or those committing to the specific use of a certified MWBE for proposed will be awarded a full 10 points. Offerors not including MWBE participation as part of their proposal will not be awarded points.*

3. If a MWBE submits their own response to the RFQ can it also be identified as a potential teaming partner or subconsultant in other offerors response to the RFQ?

*Answer: Yes.*

4. Can the GNRC advise as to how proponents should fill out the “Anticipated Participation” column in Attachment 2. MWBE Participation Forms for RFQ 2018-02? For instance, should we list what services each MWBE/DBE firm might provide, or an approximate percentage of the work we expect them to perform?

*Answer: Please indicate if the firm has a formal role in the response as a prime contractor, subcontractor, or third-party vendor. Indicating the firm will be used “as needed” is acceptable.*

5. Attachment 1. Affidavits for RFQ 2018-02 contains the following language: “Thus, Affiant States that Offeror has all applicable licenses, including business licenses, copies of which are attached hereto.” Can GNRC please clarify which applicable licenses proposers should include with their submittal? For instance, are proposers required to submit a City of Nashville business license with their proposal, or could such a license be submitted upon award?

*Answer: Offerors should consider all licenses required to do business in Tennessee and Davidson County. Please also take into consideration all applicable licenses and certifications needed to carry out the work outlined in the offerors technical proposal (AICP, PE, etc.). No specific licenses are being required by GNRC in order to respond to this RFQ.*

6. Can GNRC confirm that the 30-page limit applies only to Part 3A, Statement of Qualifications?

*Answer: The 30-page limit applies only to information describing background and experience of the firm and anticipated subcontractors. Resumes associated with individual key staff will not count towards the 30-page limit.*

7. For Section 3C: Samples of Relevant Work Experience, would GNRC prefer descriptions of projects where similar services were provided, or samples of actual deliverables from previous projects?

*Answer: Please provide descriptions of projects or samples of actual deliverables, as applicable. Actual deliverables may be provided through links to pdfs and websites, and do not need to be attached to the statement of qualifications. There is no requirement to include actual deliverables.*

8. To what extent would the GNRC like proposers to address the potential tasks identified in the scope of services apart from identifying which activities are of interest? For instance, should proposers develop an approach overview and/or describe the methodology they would use to accomplish the tasks?

*Answer: No, offerors will not be expected to develop an approach or methodology to accomplish tasks. Offerors should focus on outlining services and tasks they would like to respond to from Task 2. Offerors should use their statement of qualifications to demonstrate their competencies in the scope of services they are highlighting in their technical proposal.*

9. What level of detail are you expecting when responding to the RFQ for desired services?

*Answer: Offerors are free to respond to specific parts of the requested services, based on their interest and capabilities. This may result in responding to entire sections listed in Section 2.0 – Requested Services, or specific subtasks listed within each task.*

10. Are you expecting teams or individual firms to apply?

*Answer: GNRC is expecting to qualify individual firms for small to moderate task orders in the development of the Nashville Area MPO's long-range regional transportation plan update. Please include subcontractors if you have specific tasks and services you are including in your technical proposal that would be benefited by teaming with other firms.*

11. During the pre-submittal teleconference, it was mentioned that resumes do not count toward the 30-page limit for Part 3A. Do you prefer resumes be included as part of Section 3A of the Offeror's proposal or as an appendix?

*Answer: Please leave resumes in Section 3A.*

12. During the pre-submittal meeting it was mentioned that the main purpose of Attachment 2 was to determine whether the prime contractor has been certified as a DBE. However, there is still a Good Faith Effort document. As a DBE, are we required to perform the outreach outlined in the Good Faith Effort form?

*Answer: No, Offerors are permitted to disregard the Good Faith Effort document for this RFQ. A similar form may be required at a later date should firms qualifying for the consultant roster*

*resulting from this RFQ be asked to bid on a specific project or task order. The first page of Attachment 2 is still required, regardless of MWBE participation.*

**13. We have a committed WBE and have included Attachment 2 and a WBE certificate in our proposal. Do we still need to complete the good faith efforts form?**

*Answer: No, we've determined that the Good Faith Effort form is not applicable for this RFQ. No firm will be rewarded or penalized for its inclusion or lack thereof. The first page of Attachment 2 is still required.*

**14. Should billing rates include overhead costs?**

*Answer: Yes, fully-loaded billing rates for key individuals or positions should be inclusive of fringe, overhead (and fee, if you include your fee as part of the billable rate). We do not require an itemized breakdown of the rate's components (salary, fringe, and overhead) for each individual – just their billable rate. Please list your rates for fringe, overhead, and profit/fee as separate line items for informational purposes.*