

List of Questions and Responses related to the Bike Share Master Plan Study Request for Proposals

1. Where can we find the Bike Share Business Plan and the Bike Share Strategic Plan documents listed in Task 2: 2.1?

The Bike Share Business Plan and the Bike Share Strategic Plan can be obtained by e-mailing JD Simpson at jd@sabikeshare.com or by calling her at 210-281-0101.

2. On page 2 under Proposal Content, it states that proposals are limited to 12 pages excluding resumes and firm experience. But under the individual items – Study Methodology: it states “This section is limited to 12 pages...”.

- Is the cover letter counted in the page limit?

The cover letter does not count towards the 12 page limit

- Is the overall general content limited to 12 pages or is the study methodology section by itself limited to 12 pages?

Please limit the study methodology section to 12 pages.

3. Could AAMPO confirm the page limit requirements? Page 2 of the RFP notes “Proposals should be limited to 12 pages, excluding resumes and firm experience.” However, Section 2. Study Methodology notes that this section is limited to 12 pages. Is there a page limit for sections such as 1. Cover Letter or 4. Management Plan? Would a cover page, table of contents, or divider page(s) be counted towards the overall page limit?

The cover page, management plan, key personnel section and dividers are not part of the 12 page limit.

4. Are subcontractors required to complete Attachment B Lower Tier Participant Debarment Certification?

Yes.

5. Can you please confirm if the prime consultant can meet the 25% DBE participation requirements?

As stated on page 5 of the RFP there is no DBE requirement, only a goal. The prime consultant can meet the 25% goal as long as the proper certification(s) are submitted in the proposal.

6. The **Selection Procedure** section on RFP page 4 states that firms may be selected for oral presentations and interviews. Do you have a tentative time frame for conducting presentations/interviews?

A definitive schedule has not been set for conducting presentations/interviews. If needed, all presentations/interviews will be conducted on the same day with no exceptions.

7. The **Proposal Content** section on RFP page 2 mentions a 12-page limit (excluding resumes and firm experience); however, it also states the Study Methodology section has a 12-page limit. Can you please confirm if the Study Methodology's 12-page limit is separate from the overall 12-page limit?

The Study Methodology section is limited to 12 pages. Cover page, management plan, key personnel section and dividers are not part of the 12 page limit. As a reminder, there is an overall limit of 8MB on the electronic proposal that is to be submitted.

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