



**AAMPO General Planning Services  
Request for Proposals  
Questions and Answers  
September 7, 2022**

**Q: For Item 3: Key Personnel and Support Staff, we understand we are to submit one paragraph per key personnel staff member to demonstrate their qualifications and experience. Should the requested inclusion of “The assignment of key personnel and support staff specifically containing the percent of time for each task included in the Scope of Work” be contained within each separate key personnel paragraph?**

A: The percent of time for key personnel is expected to be included in Attachment A, Contract Task Summary. The attachment can be found on AAMPO’s website at <https://www.alamoareampo.org/Employment/rfp.html>. The intent of the form is to determine the level and relative distribution of effort between firms and key personnel. The paragraph for key personnel should focus on their qualifications and experience.

**Q: Please provide a draft contract that identifies terms and conditions.**

A: The draft contract can be found on AAMPO’s website at <https://www.alamoareampo.org/Employment/rfp.html>

**Q: Could the organization elaborate on what key components of the MPO Operations, Structure, Financial, Data Management and Regional Collaboration they are most interested in? Are there any top priorities we should be aware of?**

A: The agency is currently working internally on prioritizing its needs. Since this effort is an “on-call” effort, we will select a firm that has a general understanding of MPO processes common to all MPOs. The selected consultant should be able to answer questions related to AAMPO’s stated priorities during the short-listed interview process.