

**Stage 0 Feasibility Study**  
**Land Use and Transportation Plan: Bi-Parish Cooperative Initiative**  
**Bucktown to West End Multi Use Path/Complete Streets Feasibility Study**  
**RPC Task No. A-2.19WE**

**Questions about Request for Proposals/RPC Responses**

December 19, 2018

Q: In Section 11 “if your proposal includes at least one sub-consultant, the prime consultant shall complete the table as required in the advertisement .... And the percentage of each past performance rating category...”

1. Is there a table that is required for either of the current advertisements? Do we need to create a table?
2. Do we need to enter a “percentage of each past performance rating category?”
3. Is this past performance rating with DOTD or with RPC? If there is no past performance rating for the prime and sub-consultant should we leave that section blank or put N/A?

A: Question No. 11’s response should include a table showing percentage of work per task, per firm, with overall percentage of work totaled for each firm. RPC does not use a past performance rating system.

Q: In Section 13 are there specified minimum personnel requirements for these projects?

A: There are no specific minimum personnel requirements, however the organization chart and resumes must demonstrate sufficient qualified staff to accomplish the scope of work within the stated timeframe, within budget.

Q: Will the Jan2018 version of the DOTD Form 24-102 be accepted as a response, or should we submit using the form revised on 22Oct2018?

A: You must use the revised form effective October 2018.

Q. Does each firm need an annual personnel list on file with DOTD before submitting a proposal?

A. See response above. We need a list of who will work on the project and their qualifications and experience.