

City of Hickory SS4A Comprehensive Safety Action Plan

Questions received from RFQ

June 14, 2024

Q - As a potential cost-saving measure, is data available (GIS maps, crashes, traffic volumes, etc.) from the city, or will the contractor be required to obtain all data independently?

A—While some data may be available from our GIS department, the contractor will also need to gather data to ensure the data and, therefore, the plan are as robust as possible. Some crash data may also be available through our police department and some traffic volumes may be available from NCDOT.

Q - Collaboration is a key component to developing a plan with departmental buy-in. Are key department representatives identified (who) for this project, and do they have the support they need to make decisions?

A - Yes, key department representatives are aware of this project and fully support these efforts. Included in this group are Caroline Kone, Transportation Manager; Jarod Marshall, Civil Engineer Traffic Department; John Marshall, Transportation Planning Manager; Steve Miller, Public Works Director; Will Hamblin, Public Utilities Director; Daniel Ezell, GIS Manager; Yaidee Fox, Assistant City Manager; and Phillip Demas, Captain Hickory Police Department.

Q - Has NCDOT been involved in the process thus far, or is the study going to be limited to only city (non-NCDOT) roads/intersections?

A -The NCDOT has not been involved. Our contract was developed with the FHWA and its representatives specific to North Carolina. This plan should be comprehensive and include all city streets even if they are NCDOT maintained.

Q - Often, a local match can be provided through in-kind services from City Staff. Does the project budget approach include consultant services up to \$200k? Has the city identified any additional funds for the project beyond the local match?

A -Yes, the project budget includes services up to \$200K—\$160K federal with a \$40K local match. Currently, the city has not identified any additional funds beyond the \$200K project budget.

Q - Would a front and back cover count towards the 20-page one-sided limit?

A -No, a front and back cover do not count towards the page limit.

Q - RFQ states on page 6, section IV, that "Proponents will be evaluated on experience and qualifications. Project fee-related information is not requested and will not be used in the evaluation process. Receiving project fee-related information will be grounds for dismissal of the RFQ submittal. Firms/Teams shall submit their standard rates for positions involved in the Project." Regarding standard rates, what section would you like these included or should they be provided separately? Also, if included in the submittal, do they count toward the 20-page one-sided limit?

A—All pages count towards the 20-page limit except for the cover letter, table of contents, and divider tabs. Information about standards rates would be included in the page limit count and information about these rates should be included in the section about the company.

Q - Do resumes count towards the page limit?

A- All pages count towards the 20-page limit except for the cover letter, table of contents, and divider tabs. Resumes would be included in the page count.

Q - Please confirm that a required "municipality reference" can include a County or Metro Planning Organization (MPO) representative, not just city agencies.

A—Yes, a reference can include an MPO or County representative as long as the company has completed a similar plan for the MPO or County.

Q - Please confirm that all sections of the proposal (A - F) are included in the 20-page limit, and only the cover letter, table of contents, and tabs do not.

A- All pages count towards the 20-page limit except for the cover letter, table of contents, and divider tabs.

Q - Please confirm that the time commitment requested refers to the time anticipated for the upcoming project, not time committed to similar project examples/past projects. (See page 8, item E3).

A—Section E should detail the experience and qualifications of the proposed team members. #3 requests that you identify team members on similar projects, their involvement, and their specific level of time commitment to those projects. You can also specify the expected level of time commitment to this project as well.

Q - Will the City accept electronic submittals via email or secure file transfer for responses to the proposal?

A—The City will not currently accept electronic submittals. For this RFQ, we will stick with the published process.