



November 17, 2011

Responses to questions received by Regional Plan Association as of Friday, November 11th pertaining to the following three Requests for Proposals:

New Rochelle TOD Smart Growth Study
Stamford East Main Street Transit Node Feasibility Study
Bridgeport Commuter Rail Station Feasibility Study

General project information:

1. Should the consultants be authorized to perform work before funds are made available?
Will RPA guarantee payment?
 - No, Regional Plan Association will not guarantee payment of funds to consultants.

2. Will there be any extension for the bidding deadline?
 - No, there will be no extension. The deadline to submit any of the three currently public proposals is December 2, 2011. Please review section 5.0 of the respective Request for Proposals.

3. Who is on the Selection Committee?
 - While membership on each selection committee has not been finalized, please refer to the two documents listed below for additional information:
 - i. Section 6.0 of each of the Requests for Proposals, and
 - ii. "Operating procedure for Selection Committees" posted at www.sustainablenyct.org/events located under the September 16th public meeting.

As stated in each, the selection committee will consist of representatives from Regional Plan Association, the project management consortium member, and other members of the consortium that have been designated by the Steering Committee.

Project budget:

1. What is the budget for this project?
 - The projects are budgeted up to following amounts:
 - i. Stamford East Main Street Transit Feasibility Study: \$183,000
 - ii. Bridgeport Commuter Rail Station Feasibility Study: \$183,000
 - iii. New Rochelle TOD Smart Growth Study: \$101,450

2. "As specified in HUD's Cooperative Agreement Provisions, annual compensation for any individual may not exceed the equivalent of the federal General Schedule, GS 15, Step 10, base pay." Would we be correct to conclude that this corresponds to a maximum hourly direct labor rate of \$62.05 (i.e. \$129,517 divided by 2,087 hours), to which overhead and/or fees could then be applied?
 - The hourly rate may exceed \$62.05 as long as total annual compensation does not exceed \$129,517, the current federal General Schedule, GS 15, Step 10, base pay. This limit does not include overhead or fees.

Minority/Disadvantaged Business Enterprise (M/DBE) requirements:

1. Are there any DBE requirements for women and minorities for the subject Proposals?
 - No specific M/DBE requirements or goals have been set for this study. However, the inclusion of M/DBE firms is strongly encouraged, and the evaluation will consider the Minority and Women-Owned Business Enterprise (MWBE) status of the proposer, as well as its subcontractors.

Submission of Proposal:

1. Should it be literally interpreted that a binder not more than 1" thick has to be submitted?
 - No, binders or spiral-bound proposals may be submitted as long as they are approximately 1" thick in size. The purpose for specifying size is to prevent the submission of lengthy reports.
2. May you explain in greater detail "A description and status of comparable project experience?"
 - Please refer to section 3.2. Provide up to three examples of comparable projects that your firm(s) has managed that share a similar scope to the project in the RFP. Please include a description of that project's scope, current status, and outcomes. If submission of the final report from that project(s) is desired, submit them digitally on CD rather than in hard copy.
3. Can the proposal be submitted electronically with a signed cover letter?
 - Seven hard copies of the core documents are required including the cover letter, scope of service, the budget, and summary of comparable projects. Comparable work examples (i.e. final reports from comparable projects) or other supporting documents may be sent digitally on the included CD.

Questions Specific to the New Rochelle TOD Project:

1. Who will be the city contact for this project?
 - Eleanor Sharpe, Director of Planning, 515 North Avenue, City Hall, New Rochelle NY, 10801, (914)654-2183, esharpe@newrochelleny.com.
- 2.

3. What is the length of the project?
 - The TOD study is an element of two larger efforts; first as part of the HUD SCI regional planning program and second as a small area study for the update of the City of New Rochelle's Comprehensive Plan. The overall timeframe for both umbrellas is two years. The project needs to be completed within this time span to allow for absorption under these two umbrellas. The bulk of the work (approx. 80%) is estimated for completion within 12-15 months with the remaining (20%) completed in months 16-18 for project close out activities.

4. Would participation in this study preclude firms from being part of a team that might respond to later solicitations for redevelopment of properties in or near the study area if the land is intended for use as affordable workforce housing?
 - This will **not** preclude firms from being part of a team for later solicitation, as long as the firm is not currently engaged with working for the city on this or any other project at the time.

5. Would it be appropriate to include a market analysis as part of the scope of services in order to respond to the RFP's request of providing a range of housing and commercial options or a cost analysis for public-sector investment recommendations?
 - A third party verification of the market may be appropriate. However, this should not be a major focus of this planning effort as the City understands the current market place and will share this with the consultant. This planning exercise is to focus on creating a new sense of place without being beholden to current market conditions. We have a good understanding of the market and would like to build new markets, by diversifying the marketplace to create a vibrant area around the Intermodal Center.

6. Will printing costs be included in the cost proposal?
 - Yes, printing should be included on a cost per unit. The number of copies is to be determined.