

Addendum #1

To: All Interested Professional Service Firms

From: Ryan Purtle, MPO Coordinator

RE: **Request for Proposals #17-18-20: 2045 Metropolitan Transportation Plan (MTP) Development Addendum #1**

Date: December 11, 2017

The following items clarify, add to, delete from and/or otherwise change and supersede information previously issued to you in the above-referenced Request For Proposals (RFP). Please review the following items carefully and adjust your proposal accordingly.

Based on questions received from November 28, 2017 to December 12, 2017 the following information should be used as clarification for the above referenced RFP:

Reference	Vendor Question	City of Greenville Clarification
General	Who performed the 2040 MTP update?	The 2040 MTP was developed in house by MPO Staff
Section 2.4 (a), page 9	Does the MPO want two (2) or four (4) signed originals?	The City requests four (4) signed original proposals and ten (10) photocopies be included.
Section 2.4 (a), page 9 and last two paragraphs of Section 2.4	Should the Vendor submit ten (10) un-redacted electronic copies on ten (10) separate CD/USBs or one (1) un-redacted electronic copy on one (1) CD/USB labeled "Disc One – Technical Proposal Non-Redacted"?	Vendors should submit ten (10) un-redacted electronic copies, with one (1) copy on each separate CD/USB with labeling as such: Disc One- (Firm Name) Technical Proposal Non-Redacted
Section 2.4 (a), page 9 and last two paragraphs of Section 2.4	Similarly and if applicable, should the Vendor submit ten (10) redacted electronic copies on ten (10) separate CD/USBs or one (1) redacted electronic copy on one (1) CD/USB labeled "Disc Two – Technical Proposal Redacted"?	If applicable, vendors should submit ten (10) redacted electronic copies, with one (1) copy on each separate CD/USB with labeling as such: Disc Two- (Firm Name) Technical Proposal Redacted
Section 2.5 (h), page 11	Does the MPO want each proposal copy to include pages 2-22 of the RFP? If so, do these pages count toward the page limit?	The City requests that only pages 23-44 of the RFP documents are included in the technical proposal. These pages should be included as an attachment or appendix to the technical proposal and (completed and signed where as required). These pages DO NOT count towards the specified page limit for the technical proposal.
Section 2.5 (h), page 11	What are the Execution Pages?	Execution pages are pages 1-2 of the RFP document and require information and vendor signature. Execution pages do not count against the specified page limit.
Varies by item (see details at	Do these items count toward the page limit:	<ol style="list-style-type: none"> 1. See previous vendor question. 2. Same as above.

right)	<ol style="list-style-type: none"> 1. Execution Pages – Section 2.5 (h), page 11 2. Pages 1 and 2 of the RFP 3. Attachment C: Location of Works Utilized by Vendor – Section 2.5 (k), page 11 4. Attachment D: Certification of Financial Condition – Section 2.5 (l), page 11 5. Addenda receipts (as applicable) – Section 2.5 (h), page 11 	<p>3-4 Section 2.5 (g) through 2.5 (r) shall not be counted against the specified page limit.</p> <p>5 Disregard mention of receipt pages of any released addenda as they are not required to be returned. Any addendum shall be posted to the City RFP site and State IPS system.</p>
Section 2.5, page 10	The final paragraph lists several pages that should NOT be counted in the 25-page submittal limit. Is the intention for none of the items 2.5(g) through 2.5 (r) to be included in the 25-page submittal limit?	Section 2.5 (g) through 2.5 (r) is required for inclusion but shall not be counted against the specified page limit.
Section 5.2(4), page 20	Will the vendor have full access to run the Travel Demand Model for the purposes of developing Greenville MPO’s 2045 Metropolitan Transportation Plan? Or is it desired that the vendor strictly help develop inputs and analyze outputs for the Travel Demand Model (relying on the model custodian to perform the model runs)?	The Greenville MPO is currently updating their Travel Demand Model so the selected vendor will have to coordinate with the consultant performing the model update, Stantec, as well as NCDOT and the MPO to perform model runs. The technical proposal should include a coordinated effort to perform model runs based on the model availability.
Section 5.2(10), page 20	Is the use of a particular land use scenario analysis technique or computerized model desired for the development of the alternative land use scenarios? Does the client have a preference for computerized techniques (utilizing a larger portion of the allocated project budget) or non-computerized techniques (using a moderate portion of the allocated project budget)?	The City requests that the proposal include the option of both techniques as a part of their proposal. If scenario planning utilizing one or both techniques has been used on the vendor’s past projects please include information on the outcomes as a part of the technical proposal under the project history section.
Section 5.1, page 19	The RFP discusses the importance of public involvement “Innovative visualization and outreach techniques as a means to engage the public are an integral part of the development process and should be reflected as so in the scope.” Is it desired that the Vendor design and execute the totality of the public involvement strategy and efforts for the development of this plan OR that the Vendor create materials and supply staff at key events to supplement public involvement efforts managed by City of Greenville/MPO staff?	The City requests that technical proposals reflect a partnership between the vendor and MPO for public involvement. The vendor and MPO staff shall work together to create a strategy and subsequent materials for public involvement and implement said strategy.

Any questions regarding this Addendum should be directed to Mr. Ryan Purtle, at telephone 252-329-4476 or email at Rpurtle@greenvillenc.gov.

Attachment

cc: Kevin Mulligan, PE, Public Works Director
Scott Godefroy, PE, City Engineer