

Bidder Questions and Answers: Fort Smith Active Mobility, Bicycle, and Pedestrian Plan RFQ

1. #8 (1 – on page 7) under Submittal Requirements asks bidders to identify any portion of the City's standard form Service Agreement which the proposer desires to amend. (attached in the RFQ). The link in the back of the RFQ with the matching title 1. Professional Service Agreement is an ArDOT page on ADA – not the City's standard agreement.

<https://www.ardot.gov/divisions/equal-employment-opportunity-disadvantaged-business-enterprise/ada/>

This will be a contract with Western Arkansas Planning and Development District (Frontier MPO) instead of the City of Fort Smith. A template will be provided.

2. #9 (on page 8) Cost Proposal. In a separate sealed envelope, submit a not to exceed fee proposal.....
#11 (same page) Please provide Three (3) hardcopies of the proposal in a sealed envelope...
Below these: One electronic copy of the proposal shall be submitted on either a CD or USB as a PDF placed within the proposal envelope.

Clarification needed for 2: Are you asking for a "proposal" price sheet separate from the "submittal?" Is that price sheet to be in a sealed envelope? On the top of page 7 - the wording is: Submittal Requirements (section header) followed by Proposals must include the following... The price sheet should be separate and in a sealed envelope. The envelopes will not be opened until all submittals are reviewed and evaluated. With the highest-ranking score being selected as the first to enter into potential negotiations.

Question: How do the evaluators ensure that professional services are chosen based on qualifications rather than price per state law? We will chose based on qualifications and score the proposals accordingly. This RFQ and contract was originally going to be with the City of Fort Smith. Due to federal and ArDOT requirements, the contract and scoring will be managed by WAPDD and Frontier MPO.

It is my understanding that if you use a separate bid price in sealed envelopes apart from submittals you are to rank the submittals, then only open the corresponding price for the top ranked team envelope first. If the price exceeds your budget you may then open the second ranked submittal's price envelope but may not go back to the first. Once the second is opened you must take it or move to the third. That is also our understanding of the process.

If you are you following the price envelope method as described above, you may need to clarify that the "proposal" is the price breakdown which is to be in sealed envelopes, while the "submittal" is the qualifications document. Sorry for my confusion. We are accustomed to submitting a qualifications package then negotiating the fee if ranked the highest team. Yes, we also usually follow the process that you outlined in your statement. Our plan is to review the qualifications submittals, score and evaluate, and then negotiate the fee.