

Addendum 1

City of Minneapolis
2017 – 2020 Public Works Consulting Pool
PART 1 of 2 RFP, Questions (Q) and Answers (A)
Part 1 posted June 14th, 2016, Part 2 to be posted June 22nd, 2016

Q We don't have any engineers on staff. Is the consulting pool primarily used to select engineering firms to lead projects, or has this pool also been used to select LA/Planning firms in the past?

A As a Public Works Department, a large portion of our work requires a professional engineer to sign plans. However, some projects, such as Transportation Planning Studies or conceptual Transit related projects or some subcontracts." bike or pedestrian projects would not require an engineer.

Q Would we need to be part of the consulting pool in order to serve as a sub-consultant to a prime selected via pool?

A No

Q In reviewing Minneapolis' RFP for the public works consulting pool, I was interested in the contract requirement listed below. The way it is worded is for locating certified WBEs and MBEs for contracts over \$100,000. We are a WBE but not a DBE. As a WBE we are part of the CERT program. I am wondering if Minneapolis' policy extends to all WBE's and if so, why contractors are not directed to the CERT database as well. The database provided in this RFP only takes contractors to DBEs which seems contrary to the rest of the wording in this provision.

As a WBE we want every opportunity to access work in Minneapolis. DBEs is a program of certification where federal funds are involved. I am assuming much of the public works contracting work available is not necessarily using federal funds.

Thank you for clarifying City policy on this.

Text from Appendix A:

Small & Underutilized Business Program (SUBP) Requirements

The City of Minneapolis policy is to provide equal opportunities to all businesses, with an effort to redress discrimination in the City's marketplace and in public contracting against Minority-Owned Business Enterprises (MBEs) and Women-Owned Business Enterprises (WBEs). The SUBP requirements detailed in the Minneapolis Code of Ordinances Chapter 423.50 applies to any professional or technical Service contract in excess of \$100,000

SUBP goals are set on contracts based on project scope, subcontracting opportunities and availability of qualified MBEs/WBEs.

There are no SUBP goals on this contract. However, if there are subcontracting opportunities later identified, Consultant shall inform the Contract Manager to obtain authorization as stated under the section titled "Subcontracting" of the Terms and Conditions. Consultant shall take action to afford MBEs and WBEs full and fair opportunities to compete on this contract and resulting subcontracts. To locate certified MBEs and WBEs under the Minnesota Uniform Certification Program (MnUCP), please visit

<http://mnucep.metc.state.mn.us/> or contact contractcompliance@minneapolismn.gov

A Even though the City of Minneapolis does not receive regular US DOT funding, the City has voluntarily adopted many aspects of the DBE program, including overall City goals for DBE inclusion. (The City no longer uses the CERT program.) So, DBE (MnUCP-certified) firms are encouraged to respond to the RFP. However, to be selected to the Consulting Pool, a firm is not required to be a certified DBE. Note that when the City uses the terms 'MBE' and 'WBE', it is referring only to local, certified DBEs that are respectively minority-owned or woman-owned. (Of course, other certification programs, like CERT, also use terms like 'WBE'.)

In addition to overall goals for DBE inclusion, the City may also set project-specific DBE (WBE and MBE) goals, when subcontracting opportunities exist. For example, once a firm is in the 2017 – 2020 Consulting Pool, AND

the City has selected Firm "X" to do a project, AND the project cost is over \$100,000, AND Firm "X" lacks certain expertise or staff or for other reasons needs to subcontract a portion of the project, this subcontracting

opportunity will be reviewed to determine what portion of the project dollar amount should be made available for certified local DBEs as subcontractors. This would be a project-specific DBE goal, and in such a case, the prime consultant "shall take action to afford MBEs and WBEs full and fair opportunities to compete on ...

Q Does ROW Services include stand alone Appraisal Services?

A Selection of consultants will be based on qualifications and on what we believe is in the best interest of the City. If a consultant selects to apply for a Tier I Contract, we will be looking for those firms to be capable of providing more of the specific service items described in each Area of Expertise, which is not necessarily the case for a Tier II Contract.

Q I received notice of this RFP as a certified WBE, but am not sure I'm eligible. In short, I'm a stakeholder engagement consultant with deep experience in public-sector projects, focusing my consulting and training on ensuring all identified key stakeholders have an appropriate voice in a public decision-making process. I've done work for many city, county, and state agencies (including Mpls, Henn Co, and Mpls Parks). For the scale of your PW projects, I would certainly work directly for the agency or as a sub with an appropriate prime. My question to you is whether or not I am eligible (or perhaps, if it makes any sense) to respond to this RFP and seek inclusion in the PW consulting pool.

A Some of the Areas of Expertise do have "Citizen Participation and Communication" as part of their scope of services. If a consultant selects to apply for a Tier I Contract, we will be looking for those firms to be capable of providing more of the specific service items described in each Area of Expertise, which is not necessarily the case for a Tier II Contract. Selection of consultants will be based on qualifications and on what we believe is in the best interest of the City and one does not need to be an engineer to be eligible for some Areas of Expertise in the Consulting Pool.

Q Are small firms that provide *only* stakeholder engagement consulting services (either as a sub to a prime or directly to the agency) eligible to be considered in this pool? If so, is there any additional or unique guidance for the RFP response?

A Answer to first question is "Yes". Answer to second part is "No". All anyone has is what is in the RFP.

Q Is it possible for a firm to pursue the Traffic Operations area of expertise (Table 1) and only have interest in a limited number of activity areas noted in Table 2, such as ITS? Or is it expected that a firm pursuing one of the major areas of expertise can provide services in most/all activity areas?

A If a consultant selects to apply for a Tier I Contract, we will be looking for those firms to be capable of providing more of the specific service items described in each Area of Expertise, which is not necessarily the case for a Tier II Contract.

Q Is there an overhead cap for work on this contract?

A Directly, "yes", we do not want a separate line item for overhead in your cost proposal; however, we do expect unit price rates or staff hourly rates, etc., to include overhead.