



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION

**REQUEST FOR QUALIFICATIONS # 40100-51252
AMENDMENT # 1
FOR CONSULTING SERVICES FOR STATEWIDE
LONG RANGE TRANSPORTATION PLAN**

DATE: 11/8/2024

RFQ # 40100-51252 IS AMENDED AS FOLLOWS:

1. This RFQ Schedule of Events updates and confirms scheduled RFQ dates. Any event, time, or date containing revised or new text is highlighted.

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFQ Issued		October 8, 2024
2.	Disability Accommodation Request Deadline	2:00 p.m.	October 11, 2024
3.	Pre-Response Conference	10:00 a.m.	October 14, 2024
4.	Notice of Intent to Respond Deadline	2:00 p.m.	October 16, 2024
5.	Written "Questions & Comments" Deadline	2:00 p.m.	October 23, 2024
6.	State response to written "Questions & Comments"		November 8, 2024
7.	RFQ Response Deadline	2:00 p.m.	December 6, 2024
8.	State Completion of Technical Response Evaluations		December 13, 2024
9.	RFQ Cost Proposal Opened (ONLY for the apparent successful Respondent)		December 17, 2024
10.	RFQ Negotiations (if applicable)		December 18, 2024
11.	State Notice of Intent to Award Released and RFQ Files Opened for Public Inspection		January 2, 2025
12.	End of Open File Period		January 9, 2025
13.	State sends contract to Contractor for signature		January 10, 2025
14.	Contractor Signature Deadline		January 15, 2025

2. State responses to questions and comments in the table below amend and clarify this RFP.

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
General	N/A	1. For this project, which profile codes does the Department expect the consultant to be prequalified in?	The Tennessee Department of Transportation is not familiar with this term.

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
Pro Forma Contract, A.24	Pg. 35	2. During the pre-response conference, you mentioned the potential for being conflicted out of future project pursuits with TDOT over this 36-month period of performance. Would this apply to the prime consultant or would subconsultants on the selected team also be considered as conflicted from future work?	The awarded contractor, prime consultant, and any associated subcontractors who helped develop future projects, as a result of this contract, may be prohibited from participation in any procurements they helped develop. Please see Item #3 below.
General	N/A	3. Will the timeline of this statewide LRTP proposal process be concluded prior to the release of (upcoming) Community Mobility transportation on-call advertisements?	Questions regarding any other procurement are not in scope of this procurement.
General	N/A	4. What is TDOT's timeline for advertising the Community Mobility / Long Range Planning transportation on-call?	Questions regarding any other procurement are not in scope of this procurement.
Pro Forma Contract, A.16	Pg. 34	5. Please clarify the scope of work regarding NEVI/TEVI deployment. Will this work involve infrastructure design and construction?	The expectation of this particular category is to procure a consultant (or consultants) with knowledge and experience in planning and delivering electric vehicle charging infrastructure in accordance with NEVI regulations and guidance. Yes, it could include services involving design and construction of NEVI infrastructure.
General	N/A	6. Will the selected team need to procure data such as Transearch through this contract or will all data be acquired by TDOT for use by the consultant team?	If other data sources are suggested by the awarded Contractor during the life of the contract, the consultant and TDOT will discuss whether it needs to be purchased. Any purchases necessary for this contract that are not recognized through this procurement are subject to applicable State procurement methods. TDOT will provide a list of available datasets for the consultants to use. TDOT wants to be owners of the data, consultants will not have to procure data.
RFQ Attachment F & Pro Forma Contract, D.7	Pg. 25 – 28, 39	7. Do we need to include 5 reference questionnaires for each subconsultant or just the prime consultant?	References should only be submitted on behalf of the Respondent in accordance with Attachment F. Please see contract section D.7 for additional information regarding Assignment and Subcontracting.
General	N/A	8. Due to Thanksgiving holiday can TDOT adjust the due date to Wednesday Dec. 4th to factor in time for delivery and printing around the holiday?	Please see the revised Schedule of Events above.
Pro Forma Contract	Pg. 34, 36, 48	9. Will direct expenses including travel, software, and data be reimbursed in addition to the hourly rates subject to pre-	Please refer to contract section A.20, C.3.c, C.4, and E.4 regarding direct cost reimbursement.

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
		approval and in accordance with the State Comprehensive Travel Regulations?	
General	N/A	10. Are there prequalification requirements for this procurement including a licensed TN PE in any labor categories or other requirements aside from the unlimited consultant prequalification?	TDOT is not aware of any additional prequalification requirements. Furthermore, while professional registrations/certifications are not required, it is our assumption proposers will promote their staff's professional registrations/certifications (e.g., PE, AICP, PMP, PTOE, TDM-CP, etc.) to help strengthen their staff's qualifications.
RFQ Attachment E & Pro Forma Contract, D.7	Pg. 23, 39	11. Do all subconsultants need to complete Attachment E or is this only a requirement of the prime firm?	Only the Respondent shall sign and submit Attachment E with their proposal. Please see contract section D.7 for additional information regarding Assignment and Subcontracting.
RFQ Attachment B & Pro Forma Contract, D.7	Pg. 16 – 17, 39	12. Do sections B6 through B10 of the general qualifications and experience items need to be completed for all subconsultant firms or just the prime consultant firm?	Attachment B, General Qualifications & Experience Items should detail information regarding the Respondent (i.e. prime contractor). Please see contract section D.7 for additional information regarding Assignment and Subcontracting.
RFQ Attachment B	Pg. 18	13. Please clarify - 'the estimated number of hours' for each personnel in item B.13 General Qualifications and Experience Items. Since this is a task order based contract covering a number of potential work areas, is it appropriate for the respondent to include key staff availability and approximate percent of total time committed to the contract?	Item B.13 should be answered using hour estimates for the personnel assigned to perform tasks under this RFQ. The hour estimates allow the State to better gauge respondents' capabilities. The State is mindful that these are estimates.
RFQ Attachment B	Pg. 18	14. Should item B.16 in General Qualifications and Experience Items include only prime consultant current contracts with the State or also those for subconsultants?	This information should be submitted regarding the Respondent (i.e. prime contractor).
RFQ Attachment B	Pg. 18	15. Attachment B, Item B.13 includes a request for the "estimated number of hours that each individual will devote to the required tasks". Typically, for this type of contract we have provided a percent (%) available for personnel, not a number of hours. Can you please advise whether percent available for each proposed team member would satisfy this requirement?	Item B.13 should be answered using hour estimates for the personnel assigned to perform tasks under this RFQ. The hour estimates allow the State to better gauge respondents' capabilities. The State is mindful that these are estimates.
General	N/A	16. Can you please confirm that there is no page limit for this submittal?	There is no page limit to the Respondent's proposal.

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
RFQ Section 2.2	Pg. 4	17. Is it acceptable for us to hand deliver our submittal to the third floor of the Tennessee Tower (312 Rosa L. Parks Ave., Nashville, TN 37243)?	Hand delivering your proposal is acceptable.
Pro Forma Contract A.24	Pg. 35	18. Does winning this contract preclude us from other on-calls within the division?	The awarded contractor, prime consultant, and any associated subcontractors who helped develop future projects, as a result of this contract, may be prohibited from participation in any procurements they helped develop. Please see Item #3 below.
Revised RFQ Section 3.3 (Item #4 below)	N/A	19. Would TDOT consider electronic submission and/or electronic receipt of reference forms?	The State respectfully declines this request. Please see Section 3.3 in Item #4 below for RFQ response format. Please see Attachment F for Reference Questionnaire response format.
Revised Pro Forma Contract, A.16 (Item #6 below)	N/A	20. Should the clause below read "executed task order" instead of "executed contract"? It is possible that there could be a lag between the date of contract execution and the date of the task order for the LRTP. A.18. Long Range Transportation Policy Plan document. The Contractor shall oversee the production and formatting of all components and contents of the LRTP document and include an executive summary and provide the final LRTP document and recommendations to the satisfaction of the State within eighteen (18) months of an executed contract.	Yes, it can read as "executed Work Order" for the LRTP Update work order. Please see Item #6 below.
General	N/A	21. Since qualifications have been provided as part of this procurement of a single consultant and task order award is not competitive, could the following be removed from Attachment 3? Provide a narrative that illustrates the Respondent's prior experience in completing the required objectives.	The State respectfully declines this request.
General	N/A	22. Please clarify if this is completely qualifications based or do we need to provide rates in a separate document or no rates at all.	Please see RFQ Section 5 for procurement process and contract award and RFQ Section 3.1.4 for cost proposal response requirements. Each Respondent shall submit a cost proposal (Attachment D); however, only the highest evaluated Respondent will have their cost proposal opened and negotiated.
General	N/A	23. Please clarify if there are any page limitations.	There is no page limit to the Respondent's proposal.

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
General	N/A	24. Will there be separate Task Orders on this contract or will there be one fee with one scope document.	There will be separate Work Orders on this contract.

3. Delete RFQ Attachment G, Pro Forma Contract Provision A.24 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

A.24 Prohibition on Future Procurements. The State may prohibit Contractor, **prime consultant, and any associated subcontractors** from participating in future procurements that are a result of this Contract.

4. Delete RFQ Section 2, Response Requirements in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

3. RESPONSE REQUIREMENTS

3.1. Response Contents: A response to this RFQ should address the following:

3.1.1. Mandatory Requirements: This section details the mandatory technical, functional, and experience requirements that must be demonstrated in the response to this RFQ in order to be passed on to Phase II of the Technical Response evaluation. A Respondent should duplicate and use RFQ Attachment A as a guide to organize responses for the Mandatory Requirements of the RFQ response. The Respondent should reference the page location of the information within the response in the indicated column of the table. This section is included in the State's evaluation as to whether or not a Respondent meets mandatory qualifications (Phase I).

3.1.2. General Qualifications & Experience: This section is included in the State's evaluation of Phase II of the Technical Response Evaluation and details general information and qualifications that must be demonstrated in the response to this RFQ. A Respondent should duplicate and use RFQ Attachment B as a guide to organize responses for this portion of the RFQ response. The Respondent should reference the page location of the information within the response in the indicated column of the table.

3.1.3. Technical Qualifications, Experience & Approach: This section is also included in the State's evaluation of Phase II of the Technical Response Evaluation and details technical qualifications, experience, and approach items that must be demonstrated in the response to this RFQ. A Respondent should duplicate and use RFQ Attachment C as a guide to organize responses for this portion of the RFQ response. The Respondent should reference the page location of the information within the response in the indicated column of the table.

3.1.4. Cost Proposal:

3.1.4.1. If included as part of this solicitation, then the Cost Proposal must be recorded on an exact duplicate of RFQ Attachment D, Cost Proposal. Any response that does not follow the instructions included in RFQ Attachment D may be deemed nonresponsive.

3.1.4.2. A Respondent must only record the proposed cost exactly as required by the RFQ Attachment D, Cost Proposal and must NOT record any other rates, amounts, or information.

3.1.4.3. The proposed cost shall incorporate ALL costs for services under the contract for the total contract period.

3.1.4.4. A Respondent must sign and date the Cost Proposal.

3.1.4.5. A Respondent must submit the Cost Proposal to the State in a sealed package separate from the Technical Response.

3.2. Response Delivery Location

A Respondent must ensure that the State receives a Response to this RFQ no later than the Response Deadline time and dates detailed in the RFQ § 2, Schedule of Events. All responses must be delivered to:

Josh Polk
Tennessee Tower, 3 rd Floor
312 Rosa L. Parks Ave., Nashville, TN 37243
615-360-4460
Joshua.Polk@tn.gov

3.3. Response Format

3.3.1. A Respondent must ensure that the original response meets all form and content requirements detailed within this RFQ.

3.3.2. A Respondent must submit original Technical Response and Cost Proposal documents and copies as specified below.

3.3.2.1. Technical Response

One (1) original Technical Response paper document clearly labeled:

“RFQ # 40100-51252 TECHNICAL RESPONSE ORIGINAL”

and Five (5) copies of the Technical Response each in the form of one (1) digital document in “PDF” format properly recorded on its own otherwise blank, USB flash drive labeled:

“RFQ # 40100-51252 TECHNICAL RESPONSE COPY”

The digital copies should not include copies of sealed customer references or cost information in the general and technical evaluation phase. However, any other discrepancy between the paper response document and digital copies may result in the State rejecting the response as nonresponsive.

3.3.2.2. Cost Proposal:

One (1) original Cost Proposal paper document labeled:

“RFQ # 40100-51252 COST PROPOSAL ORIGINAL”

and one (1) copy in the form of a digital document in “XLS” format properly recorded on a separate, blank, standard CD-R recordable disc or USB flash-drive labeled:

“RFQ # 40100-51252 COST PROPOSAL COPY”

In the event of a discrepancy between the original Cost Proposal document and the digital copy, the original, signed document will take precedence.

3.3.3. A Respondent must separate, seal, package, and label the documents and copies for delivery as follows:

3.3.3.1. The Technical Response original document and digital copies must be placed in a sealed package that is clearly labeled:

“DO NOT OPEN... RFP # 40100-51252 TECHNICAL RESPONSE FROM [RESPONDENT LEGAL ENTITY NAME]”

3.3.3.2. The Cost Proposal original document and digital copy must be placed in a separate, sealed package that is clearly labeled:

“DO NOT OPEN... RFQ # 40100-51252 COST PROPOSAL FROM [RESPONDENT LEGAL ENTITY NAME]”

3.3.3.3. The separately, sealed Technical Response and Cost Proposal components may be enclosed in a larger package for mailing or delivery, provided that the outermost package is clearly labeled:

“RFQ # 40100-51252 SEALED TECHNICAL RESPONSE & SEALED COST PROPOSAL FROM [RESPONDENT LEGAL ENTITY NAME]”

3.3.4. A Respondent must ensure that the State receives a response no later than the Response Deadline time and date detailed in the RFQ Section 2, Schedule of Events at the following address:

Josh Polk
Tennessee Tower, 3rd Floor
312 Rosa L. Parks Ave., Nashville, TN 37243
615-360-4460
Joshua.Polk@tn.gov

3.4. Response Prohibitions: A response to this RFQ shall not:

3.4.1. Restrict the rights of the State or otherwise qualify the response to this RFQ;

3.4.2. Include, for consideration in this procurement process or subsequent contract negotiations, incorrect information that the Respondent knew or should have known was materially incorrect;

3.4.3. Include more than one response, per Respondent, to this RFQ;

3.4.4. Include any information concerning costs (in specific dollars or numbers) associated with the Technical Response;

3.4.5. Include the respondent's own contract terms and conditions (unless specifically requested by the RFQ); or

3.4.6. Include the respondent as a prime contractor while also permitting one or more other respondents to offer the respondent as a subcontractor in their own responses.

3.5. Response Errors & Revisions

A Respondent is responsible for any and all errors or omissions in its response to this RFQ. A Respondent will not be allowed to alter or revise its response after the Response Deadline time and dates as detailed in RFQ § 2, Schedule of Events, unless such is formally requested in writing by the State (e.g., through a request for clarification, etc.).

3.6. Response Withdrawal

A Respondent may withdraw a response at any time before the Response Deadline time and date as detailed in RFQ § 2, Schedule of Events, by submitting a written signed request by an authorized representative of the Respondent. After withdrawing a response, a Respondent may submit another Response at any time before the Response Deadline time and date as detailed in RFQ § 2, Schedule of Events.

3.7. Response Preparation Costs

The State will not pay any costs associated with the preparation, submittal, or presentation of any response. Each Respondent is solely responsible for the costs it incurs in responding to this RFQ.

5. Delete RFQ Section 3, General Information & Requirements in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

4. GENERAL INFORMATION & REQUIREMENTS

4.1. Communications

4.1.1. Respondents shall reference RFQ #40100-51252 in all communications relating to this solicitation, and direct any such communications to the following person designated as the Solicitation Coordinator:

Josh Polk
Tennessee Tower, 3rd Floor
312 Rosa L. Parks Ave., Nashville, TN 37243
615-360-4460
Joshua.Polk@tn.gov

The State will convey all official responses and communications related to this RFQ to the potential respondents from whom the State has received a Notice of Intent to Respond (refer to RFQ Section 1.3.).

4.1.2. Potential respondents with a handicap or disability may receive accommodation relating to the communication of this RFQ and participating in the RFQ process. Potential respondents may contact the RFQ Coordinator to request such reasonable accommodation no later than the Disability Accommodation Request Deadline detailed in RFQ § 2, Schedule of Events.

4.1.3. **Unauthorized contact about this RFQ with other employees or officials of the State of Tennessee may result in disqualification from contract award consideration.**

4.1.4. Notwithstanding the foregoing, potential Respondents may also contact the following as appropriate:

4.1.4.1. Staff of the Governor's Office of Diversity Business Enterprise may be contacted for assistance with respect to available minority-owned, woman-owned, service-disabled veteran-owned, businesses owned by persons with disabilities and small business enterprises as well as general public information relating to this request; or

4.1.4.2. The following individual designated by the State to coordinate compliance with the nondiscrimination requirements of the State of Tennessee, Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and associated federal regulations:

Helen Crowley
Tennessee Tower, 3rd Floor
312 Rosa L. Parks Ave., Nashville, TN 37243

4.2. Nondiscrimination

No person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of a contract pursuant to this solicitation or in the employment practices of the Contractor on the grounds of handicap or disability, age, race, creed, color, religion (subject to Tenn. Code Ann. §§ 4-21-401 and 405), sex, national origin, or any other classification protected by federal, Tennessee state constitutional, or statutory law. The Contractor pursuant to this solicitation shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

4.3. Conflict of Interest

4.3.1. The State may not consider a proposal from an individual who is, or within the past six (6) months has been, a State employee. For these purposes,

4.3.1.1. An individual shall be deemed a State employee until such time as all compensation for salary, termination pay, and annual leave has been paid;

4.3.1.2. A contract with or a proposal from a company, corporation, or any other contracting entity in which a controlling interest is held by any State employee shall be considered to be a contract with or proposal from the employee; and

4.3.1.3. A contract with or a proposal from a company, corporation, or any other contracting entity that employs an individual who is, or within the past six months has been, a State employee shall not be considered a contract with or a proposal from the employee and shall not constitute a prohibited conflict of interest.

4.3.2. This RFQ is also subject to Tenn. Code Ann. § 12-4-101—105.

4.4. Respondent Required Review & Waiver of Objections

4.4.1. Each potential respondent must carefully review this RFQ, including but not limited to, attachments, the RFQ Attachment G, *pro forma* Contract, and any amendments for questions, comments, defects, objections, or any other matter requiring clarification or correction (collectively called “questions and comments”).

4.4.2. Any potential respondent having questions and comments concerning this RFQ must provide such in writing to the State no later than the written “Questions & Comments Deadline” detailed in RFQ § 2, Schedule of Events.

4.4.3. Protests based on any objection shall be considered waived and invalid if the objection has not been brought to the attention of the State, in writing, by the written “Questions & Comments Deadline.”

4.5. Disclosure of Response Contents

4.5.1. All materials submitted to the State in response to this solicitation become property of the State of Tennessee. Respondents are cautioned not to provide any materials in response to this RFP that are trade secrets, as defined under Tenn. Code Ann. § 47-25-1702 and applicable law. By submitting a response to this RFP, the respondent acknowledges and agrees that the State shall have no liability whatsoever for disclosure of a trade secret under the Uniform Trade Secrets Act, as provided at Tenn. Code Ann. § 47-25-1701-1709, or under any other applicable law. Selection for award does not affect this right. By submitting a response, a Respondent acknowledges and accepts that the full contents and associated documents submitted in response to this request will become open to public inspection in accordance with the laws of the State of Tennessee. Refer to RFQ § 2, Schedule of Events.

4.5.2. The RFQ responses will be available for public inspection only after the completion of evaluation of the RFQ or any resulting solicitation which this RFQ becomes a part of, whichever is later.

4.6. Notice of Professional Licensure, Insurance, and Department of Revenue Registration Requirements

4.6.1. All persons, agencies, firms or other entities that provide legal or financial opinions, which a Respondent provides for consideration and evaluation by the State as part of a response to this RFQ, shall be properly licensed to render such opinions.

4.6.2. Before the Contract resulting from this RFQ is signed, the apparent successful Respondent (and Respondent employees and subcontractors, as applicable) must hold all necessary, appropriate business and professional licenses to provide service as required. The State may require any Respondent to submit evidence of proper licensure.

4.6.3. Before the Contract resulting from this RFQ is signed, the apparent successful Respondent must provide a valid, Certificate of Insurance indicating current insurance coverage meeting minimum requirements as may be specified by the RFQ.

4.6.4. Before the Contract resulting from this RFQ is signed, the apparent successful Respondent must be registered with the Department of Revenue for the collection of Tennessee sales and use tax. The State shall not approve a contract unless the Respondent provides proof of such registration or provides documentation from the Department of Revenue that the Contractor is exempt from this registration requirement. The foregoing is a mandatory requirement of an award of a contract pursuant to this solicitation. To register, please visit the Department of Revenue's Tennessee Taxpayer Access Point (TNTAP) website for Online Registration and the Vendor Contract Questionnaire. These resources are available at the following:
<https://tntap.tn.gov/eservices/#1>

4.7. RFQ Amendments & Cancellation

4.7.1. The State reserves the right to amend this RFQ at any time, provided that it is amended in writing. However, prior to any such amendment, the State will consider whether it would negatively impact the ability of potential respondents to meet the deadlines and revise the RFQ Schedule of Events if deemed appropriate. If a RFQ amendment is issued, the State will convey it to potential respondents who submitted a Notice of Intent to Respond (refer to RFQ § 1.3). A response must address the final RFQ (including its attachments) as may be amended.

4.7.2. The State reserves the right, at its sole discretion, to cancel or to cancel and reissue this RFQ in accordance with applicable laws and regulations.

4.8. State Right of Rejection

4.8.1. Subject to applicable laws and regulations, the State reserves the right to reject, at its sole discretion, any and all proposals.

4.8.2. The State may deem as nonresponsive and reject any proposal that does not comply with all terms, conditions, and performance requirements of this RFQ. Notwithstanding the foregoing, the State reserves the right to seek clarifications or to waive, at its sole discretion, a response's minor variances from full compliance with this RFQ. If the State waives variances in a response, such waiver shall not modify the RFQ requirements or excuse the Respondent from full compliance with such, and the State may hold any resulting vendor to strict compliance with this RFQ.

4.8.3. The State will review the response evaluation record and any other available information pertinent to whether or not each respondent is responsive and responsible. If the Solicitation Coordinator identifies any respondent that appears not to meet the responsive and responsible thresholds such that the team would not recommend the

respondent for potential contract award, this determination will be fully documented for the record. ("Responsive" is defined as submitting a response that conforms in all material respects to the RFQ. "Responsible" is defined as having the capacity in all respects to perform fully the contract requirements, and the integrity and reliability which will assure good faith performance.)

4.9. Assignment & Subcontracting

- 4.9.1. The vendor may not subcontract, transfer, or assign any portion of the Contract awarded as a result of this RFQ without prior approval of the State. The State reserves the right to refuse approval, at its sole discretion, of any subcontract, transfer, or assignment.
- 4.9.2. If a Respondent intends to use subcontractors, the response to this RFQ must specifically identify the scope and portions of the work each subcontractor will perform (refer to RFQ Attachment B, Item B.14.).
- 4.9.3. Subcontractors identified within a response to this RFQ will be deemed as approved by the State unless the State expressly disapproves one or more of the proposed subcontractors prior to signing the Contract.
- 4.9.4. The Contractor resulting from this RFQ may only substitute another subcontractor for a proposed subcontractor at the discretion of the State and with the State's prior, written approval.
- 4.9.5. Notwithstanding any State approval relating to subcontracts, the Contractor resulting from this RFQ will be the prime contractor and will be responsible for all work under the Contract.

4.10. Next Ranked Respondent

The State reserves the right to initiate negotiations with the next ranked respondent should the State cease doing business with any respondent selected via this RFQ process.

6. Delete RFQ Attachment G, Pro Forma Contract Provision A.18 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

A.18. Long Range Transportation Policy Plan document. The Contractor shall oversee the production and formatting of all components and contents of the LRTP document and include an executive summary and provide the final LRTP document and recommendations to the satisfaction of the State within eighteen (18) months of **an executed work order.**

7. Delete RFQ Attachment D in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

ATTACHMENT D

Cost Proposal

Service Description as defined in pro forma Attachment 3	Maximum Hourly Rate Contract Year 1 DATE-DATE	Maximum Hourly Rate Contract Year 2 DATE-DATE	Maximum Hourly Rate Contract Year 3 DATE-DATE
Project Director/ QA-QC Advisor			
Project Manager			
Senior Planner			
Planner			
Senior Engineer			
Engineer			
Computer Programmer/ Analyst			
Web Designer			
GIS Technician			
Graphics Designer / Marketing			
Transportation Data Collector Supervisor			
Transportation Data Collector			
Clerical support			
Hourly Nonprofessional Laborer			
Grant Writer			
Travel Demand Modeler			
Economic Modeler			
Air Quality Modeler			
Survey Specialist			
Photographer/ Videographer			
Economist			

Communications/Marketing/Public Involvement Specialist			
Technical Writer			
Logistics/Supply Chain Specialist			

RESPONDENT LEGAL ENTITY NAME:

RESPONDENT SIGNATURE

DATE

PRINTED NAME AND TITLE OF RESPONDENT SIGNATORY (above)

8. **Delete RFQ Attachment G, Pro Forma Contract Provision A.4 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

A.4 Project Management and Schedule. The Contractor shall develop and present a proposal outlining all work and deliverables for each **work** order assigned for the development of the Long Range Transportation Plan (LRTP) no later than one (1) week after receiving a **work** order, as described in A.20. and establish a bi-weekly virtual update meetings with LRP staff. In person meetings will be conducted as needed with mutually agreed upon times, dates, and locations. The State reserves the right to require a change in personnel assigned to particular tasks if the State has reason to believe an individual will not be able to successfully complete the tasks

9. **RFP Amendment Effective Date**. The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.