

Questions Submitted Regarding the Plan Maintenance, Updates and Support Request for Qualifications for Consultant Services, dated May 13, 2020.

This document summarizes the questions submitted by interested consultants and provides answers to them. The questions are not listed in any particular order but are numbered for convenience and reference. Where appropriate, questions that were asked repeatedly, or similar questions pertaining to the same information were combined into a single item.

1. **Regarding your recently issued RFQ, are there any existing consultants providing these same services currently? If so, who are they?**
 - A. *The SEDA-COG MPO open-end agreements in place through June 30, 2020 are with teams led by Gannett Fleming, Inc. and Michael Baker International.*

2. **Due to the shelter in place orders still in effect in many counties of Pennsylvania, would SEDA-COG accept an electronic submission of the proposal in place of hard copies? If so, how would SEDA-COG prefer such a deliverable be submitted?**
 - A. *To facilitate the planned evaluation process, SEDA-COG MPO staff will require that the hard copies of the package be submitted as specified in the RFQ package. While we note that several options exist for managing electronic submission of proposal packages, we have not identified a satisfactory option for transitioning to an electronic submission approach in mid-process while preserving transparency and accountability in our selection process. We anticipate that future solicitations will specify electronic submission using an appropriate platform.*

3. **It is mentioned that the completion of surveys may be needed. Can you please expand on the type of survey that is being referred to?**
 - a. **Technical/engineering**
 - b. **Environmental**
 - c. **Public outreach and engagement**
 - d. **Other**
 - A. **Public outreach and engagement:** *SEDA-COG MPO staff currently use surveys as a method to solicit input on transportation needs and priorities as part of plan completion for several regional plans, member input on project prioritization and municipal input on training needs for the Local Technical Assistance Program. Improvements to existing uses or development of new survey practices as part of efforts to facilitate public involvement may be included as assigned tasks.*
Technical/engineering: *No tasks for detailed field survey have been assigned under previous open-end agreements. However, the "Other Services" section includes a potential task for assisting the MPO in developing applications for competitive grant programs, and it is possible*

that, if assigned, this work may require the completion of field surveys, Right-of-Way determinations, wetland demarcation or other related tasks as part of a larger assignment to develop an application.

4. If requested, provide field support in collecting data on local transportation assets...”

a. How does SEDA-COG currently facilitate field data collection?

b. What is the technical platform used for data collection?

i. Trimble GPS

ii. GIS integrated data collection

iii. Other

A. SEDA-COG MPO does not maintain a dedicated field data collection effort at this time. Previous data collection efforts have been study or task specific, and data collection efforts have ranged from manual collection for later entry, through use of bespoke tools and applications for collection of specific assets, and use of GIS integrated data collection using the ArcGIS online platform. If assigned, it is anticipated that this work may include assistance in the development of suitable tools to facilitate GIS Integrated data collection. The development of tools within ArcGIS online to support staff in collecting sidewalk inventories at the municipal level at a level of detail consistent with a “windshield survey” may be a useful example.

5. “If requested, assist in the development of new practices for seeking public input, such as the establishment of community forums, expansion of social media efforts or development of regional outreach efforts.”

a. What types of practices are currently in use at SEDA-COG?

A. Current practices include public meetings in traditional and virtual formats, stakeholder and issue specific public forums or listening sessions, conceptual project review sessions, the facilitation of continuing stakeholder groups for transit and active transportation issues. Social media support for ongoing efforts is provided on an organization wide basis for specific events, but no continuing forums or groups are facilitated in social media.

6. “If requested, provide assistance in analysis using Geographic Information Systems, developing scripts, layers, data and meta-data, and mapping products, or assisting staff in the development of similar products.”

a. Can you please expand on the current capacities of GIS services within SEDA-COG?

i. Are you using an enterprise system?

ii. What is the status of utilization of AGOL?

A. SEDA-COG MPO is not using an enterprise system. ArcGIS online is used to develop and host mapping projects for internal and external facing applications. Examples include webmaps developed to support the 2021-2024 Transportation Improvement Program Update and the Middle Susquehanna Regional Bike-Ped Plan. Internally driven projects have used heat mapping,

cluster analysis and route analysis. Previous projects utilizing consultant support have required consultant teams to develop and document methodologies for geographic analysis that can be repeated by staff using updated data sets in future iterations. The development of story mapping as a tool to increase the reach and impact of public involvement efforts is a continuing focus.

7. Does SEDA-COG anticipate that more than one team will be selected through this process?

A. SEDA-COG MPO staff anticipate that two to three teams will be selected through this process, depending on the qualifications presented.

8. If multiple teams are selected, will the teams compete for assignments under the open end?

A. SEDA-COG MPO staff anticipate that individual work tasks will be assigned at the discretion of staff, based on their assessment of the work to be performed, the qualifications presented, and workload and capacity of the teams at the time of assignment.

9. The RFQ specifies that the package should identify a single point of contact for the team. Does the point of contact have to be employed by the lead firm, or can the point of contact work for one of the other team members?

A. So long as the contact identified can serve the functions identified, it is up to the teams to specify how they will be organized and what firm and person will serve this function. The contact should have access to the resources and authority required to address task assignment, invoicing and product delivery on a timely and dependable basis.

10. The Scope of Services lists examples for the Long Range Transportation Plan Update and the maintenance of other required plans. Is all of the work under the open-end expected to be related to this type of planning, or are other assignments anticipated?

A. Assignments under current and previous open-end agreements have included safety studies, field data/inventory collection, and area traffic study tasks in addition to tasks related to required and desired regional plans.

11. Will SEDA-COG accept digital packages including digital signatures for the package authorization and required forms?

A. Yes, SEDA-COG will accept digital images of the required signatures, including for those submitted as the "original" document in the package. The requirement for the signature is intended to assure that a duly authorized official at each firm participating in the team understands the requirements of the RFQ and is certifying a good faith effort on the part of the firm to satisfy the requirements. In reviewing the packages submitted, both digital signatures and original "pen on paper" signatures will be considered to satisfy this requirement.