



ADDENDUM # 2  
September 20, 2022

RFP 23-03 – LONG RANGE TRANSPORTATION AND TRANSIT PLANS  
RESPONSES TO RFP QUESTIONS

MUTD-MPO Responses are indicated in bold text below and questions are separated by section:

1. SOLICITATION NOTICE
2. SCOPE OF WORK

*For Task 7, Financial Plan, it isn't clear to us whether the consulting team is expected to create a "financial model," or work with (update, populate, improve) an existing financial model. Does MUTD have an existing "financial model" that can be provided as a starting point for the work?*

**Yes, we will need the consulting team to build the financial model. MTUD has various forecasts for revenue, operating costs, etc., and have other consulting teams working on estimates for several major projects (BRT, new MOAB facility, On-Demand). A major need in this project is to bring all of this financial information together so we can understand what funding will be needed, and when, to achieve different goals. We will need some clear thinking regarding finances, combined with a prioritization of initiatives, in order to develop an actionable plan for the next period of time.**

**Here are some further clarifications on the deliverables for MUTD in Task 7:**

- **A capital improvement plan (CIP)** that outlines plans for capital investments over the next five years. The CIP should include a detailed list of projects, their estimated costs, and their funding sources.
- **Long-term proformas** for each project in its CIP. The proformas should show the project's estimated costs, revenues, and operating expenses over a 20-year period.
- **Financial modeling** to consider and then prioritize new services, expansion, and planning for the future. The financial modeling should take into account the agency's current financial situation, its future revenue projections, and its capital needs.

*At the top of page 18, three paragraphs describe some of the same deliverables that were described at the bottom of page 17. However, on page 18 they are described as what the transit agency will provide or do, rather than what the consultants will provide or do. Are those three paragraphs meant to describe consultant deliverables, or transit agency deliverables?*

**These are consultant deliverables. "Transit Agency" should be "consultant" in these instances.**

### **3. SUBMITTAL REQUIREMENTS**

*Does the cost proposal need to comply with federal acquisition regulation (FAR) part 31 (federal cost principles for for-profit entities)?*

**Because we will use federal PL and FTA funds to pay for this project, we need to comply with everything that is part of the OMB Uniform Guidance 2 CFR Part 200 and FTA Circular 4220.1F. However, this does not mean that cost proposals need to include a federally-audited overhead rate.**

*Does the cost proposal hourly rates for staff need to be based on raw, direct, or salary rates times overhead (per federal guidelines)?*

**You are welcome to provide a breakdown of overhead rates and profit, but it is not required in your proposals (a fully loaded rate is acceptable). Since this contract is being awarded competitively, we are not required to do a cost analysis of labor, overhead, direct costs, and profit (as is required for sole-source/A&E contracts). Instead, the reasonableness of the billing rates in your proposal will be determined by how they compare to prices offered by other firms (rather than a cost analysis). In the event that a sole-source addition was ever needed, we may need to audit overhead rates associated with that addition.**

*Can reference contacts from Mountain Line or the Missoula MPO be used in the proposal?*

**We are looking for three reference contacts total, and MPO or Mountain Line would not count.**

*Regarding the request for References, please clarify if Missoula is looking for at least three references for Transit Strategic Planning services and three references for Long-Range Transportation Planning services, which would be a minimum of 6 total references or is Missoula asking for at least three references where consultants have performed both Transit Strategic Planning and Long-Transportation Planning?*

**We are looking for three references total. You can choose the types of projects represented by each of the references. Ideally, they would be projects with the same project manager(s) as proposed for this project, to allow for a more accurate assessment of the proposed team's qualifications and past performance. You are welcome to include more than 3 references - we would not look at that either favorably or dis-favorably.**

#### **4. EVALUATION PROCESS & AWARD**

EXHIBIT A – PUBLIC ENGAGEMENT DETAILS

EXHIBIT B – REQUIRED FORMS & CERTIFICATIONS

EXHIBIT C – NOTICE TO CONSULTANT

EXHIBIT D – FEDERAL REQUIREMENTS FOR LONG-RANGE TRANSPORTATION PLANNING