

Response to Questions about Proposal: Charlottesville-Albemarle MPO Long Range Transportation Plan Support

Clarification #1 - Scoring:

Proposals will be scored based on the evaluation criteria included in the RFP. The criteria used to score the proposals will be weighted as follows:

- Project Understanding – 25%
- Proposed Work Plan – 25%
- Experience and Qualifications – 25%
- References – 15%
- Budget – 10%

Clarification #2 – Budget Development:

The costs broken out by task and deliverable should be developed and submitted with the proposal. Total cost estimates for each task should show the breakout between personnel and direct costs (if applicable), but no further detail is needed.

We are evaluating the value of each proposal based on the ability of the consultant team to provide the technical support and subject matter expertise outlined in the proposal within the not to exceed amount. Proposals that come in under budget will not receive preferential consideration.

Any narrative the consultants provide explaining the overall methodology of allocating costs among tasks will be considered.

Costs developed for each task line item may be used to further refine the Scope of Work once a proposal has been selected.

Clarification #3 – Preferred Contract Vehicle:

The preferred contract vehicle would be a time and materials contract in a not-to-exceed amount specified. There are no additional requirements regarding insurance limits, indemnity clauses, etc. at this time.